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UNIVERSITY OF ILLINOIS CIVIL SERVICE

CLASS SPECIFICATIONS

and

COMPENSATION PLAN

UNIVERSITY OF ILLINOIS

URBANA, ILLINOIS

September, 1947

COMPENSATION PLAN

and

INDEX TO CLASS SPECIFICATION

NOTE: Where maintenance is provided as a part of compensation, its cash value is included as part of the total salary; the total salary for any classified position must fall between the minimum and maximum of the range indicated in the Compensation Plan.

MAINTENANCE VALUES

Urbana, per unit	$7.00
Chicago, per unit	$8.00

One unit equals one meal per working day per month or room per month.

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COMPENSATION PLAN

UNIVERSITY OF ILLINOIS CIVIL SERVICE

Page	Classification	Salary Range
1	Accountant, Assistant Chief	350-500
2	Accountant, Construction	200-280
3	Accountant, Supervising	265-350
4	Accountant, Senior	225-315
5	Accountant, Junior	175-250
6	Accountant, Junior Cost	175-250
7	Administrator of Research and Educational Hospitals, Assistant	300-450
8	Analyst, Social Research (Division of Services for Crippled Children)	275-400
9	Announcer, Chief	200-280
10	Apprentice, Composing Room	Prevailing
11	Apprentice, Press Room	Prevailing
12	Architect, Associate	400-550
13	Architect, Senior	400-550
14	Artist, Commercial	265-350
15	Assistant, Editorial	175-250
16	Assistant, Senior Laboratory	175-250
17	Assistant, Junior Laboratory	150-225
18	Assistant, Assistant Laboratory	125-175
19	Assistant, Personnel	200-280
20	Assistant, Senior Printing	200-280
21	Assistant, Senior Purchasing	225-315
22	Assistant, Junior Purchasing	175-250
23	Assistant, Radio Programmer	140-200
24	Assistant to the Business Manager	300-450
25 & 25a	Assistant to Director of Division of Services for Crippled Children	275-400
26	Assistant to Director of Hospital Laboratory	225-315
27	Assistant to Director of Physical Plant	350-500
28	Assistant to Director of Public Information	275-400

Page	Classification	Salary Range
29	Assistant to Director of Housing	275-400
30	Assistant to Health Officer	200-280
31	Assistant to Manager of Illini	
	Union (Urbana)	175-250
	(Chicago)	200-280
32	Assistant to Military Property	
	Custodian	200-280
33	Assistant to Social Director	150-225
34	Attendant, Airport	150-225
35	Attendant, Equipment	150-225
36	Attendant, Fire Station	Prevailing
37	Attendant, Fountain	150-225
38	Attendant, Garage	Prevailing
39	Attendant, Senior Laboratory	175-250
40	Attendant, Junior Laboratory	150-225
41	Attendant, Assistant Laboratory	120-160
42	Attendant, Locker Room	140-200
43	Attendant, Supply	140-200
44	Attendant, Tool Room	Prevailing
45	Auditor, Assistant	350-500
46	Baker, Head	200-280
47	Baker, Second	150-225
48	Bookbinder	150-225
49	Bookbindery Worker	100-140
50	Bracemaker	265-350
51	Bracemaker, Assistant	140-200
52	Bursar, Assistant	350-500
53	Business Manager, Assistant	350-500
54	Butcher	200-280
55	Caretaker, Head Airport	200-280
56	Caretaker, Head Animal	200-280
57	Caretaker, Animal	150-225
	Carpenter	Prevailing
	(See: Tradesman, Skilled)	
58	Cashier, Head	250-325
59	Cashier	175-250
60	Cashier, Assistant	125-175

Page	Classification	Salary Range
	Cement Finisher (See: Tradesman, Skilled)	Prevailing
61	Checker, Laundry	125-175
62	Chef	200-280
63	Clerk, Executive, President's Office	265-350
64	Clerk, Chief	200-280
65	Clerk, Senior	150-225
66	Clerk, Junior	125-175
67	Clerk, Assistant	100-140
68	Clerk, Senior Account	175-250
69	Clerk, Junior Account	140-200
70	Clerk, Assistant Account	120-160
71	Clerk, Senior File	150-225
72	Clerk, Junior File	125-175
73	Clerk, Assistant File	100-140
74	Clerk, Chief Information	140-200
75	Clerk, Information	125-175
76	Clerk, Inventory	140-200
77	Clerk, Mailing	150-225
78	Clerk, Senior Operations	175-250
79	Clerk, Junior Operations	140-200
80	Clerk, Senior Pay Roll	175-250
81	Clerk, Junior Pay Roll	125-175
82	Clerk, Receiving	140-200
83	Clerk, Senior Record	150-225
84	Clerk, Junior Record	125-175
85	Clerk, Assistant Record	100-140
86	Clerk, Statistical	125-175
87	Clerk, Stores	140-200
88	Clerk, Assistant Stores	100-140
89	Clerk, Ward	125-175
90	Clerk-Stenographer, Supervising	175-250
91	Clerk-Stenographer, Senior	150-225
92	Clerk-Stenographer, Junior	125-175
93	Clerk-Stenographer, Assistant	100-140
94	Clerk-Typist, Senior	150-225
95	Clerk-Typist, Junior	125-175
96	Clerk-Typist, Assistant	100-140

Page	Classification	Salary Range
	Compositor	
	(See: Tradesman, Skilled)	Prevailing
97	Consultant, Field Physiotherapy	200-280
98	Consultant, Medical Social Service	250-325
100	Consultant, Nursing	200-280
101	Consultant, Orthopedic Nursing	225-315
103	Consultant, Speech and Hearing	250-325
104	Cook, Head - (Urbana)	140-200
	(Chicago and Galesburg)	175-250
105	Cook I (Urbana)	125-175
	(Chicago and Galesburg)	150-225
106	Cook II (Urbana)	120-160
	(Chicago and Gal...	

Corrections in salary ranges to be made in Class Specifications and Compensation Plan Book. The salary ranges in the following classifications should read as shown below:

PLEASE MAKE THE CORRECTIONS IN YOUR COPY.

In the Index, on page ii, Item 31 Assistant to Manager of Illini Union
(Urbana) 200 - 280
(Chicago) 175 - 250

On page vi - Item 170 Forelady, Maid (Galesburg) 125 - 175
On page xiv -Item 361 Technician, Aircraft Instrument 250 - 325

Page	Classification	Salary Range
	Assistant	250-325
119	Director of Division of Services	
	for Crippled Children	500-700
120	Director of Music, Radio Station	250-325
121	Director of Neuropsychiatric	
	Clinic	250-325
122	Director of Nonacademic	
	Personnel, Assistant	300-450
123	Director of Nurses	275-400
124	Director of Nurses, Assistant	265-350

Page	Classification	Salary Range
	Compositor (See: Tradesman, Skilled)	Prevailing
97	Consultant, Field Physiotherapy	200-280
98	Consultant, Medical Social Service	250-325
100	Consultant, Nursing	200-280
101	Consultant, Orthopedic Nursing	225-315
103	Consultant, Speech and Hearing	250-325
104	Cook, Head - (Urbana)	140-200
	(Chicago and Galesburg)	175-250
105	Cook I (Urbana)	125-175
	(Chicago and Galesburg)	150-225
106	Cook II (Urbana)	120-160
	(Chicago and Galesburg)	140-200
107	Cook, Foods Laboratory	120-160
108	Copyholder	120-160
109	Creameryman	175-250
110	Custodian, Forest	175-250
111	Designer, Architectural	275-400
112	Dietitian	200-280
113	Dietitian, Assistant	175-250
114	Director, Educational Program, Radio Station	275-400
115	Director, Production, Radio Station	200-280
116	Director of Clinics, Assistant	275-400
117	Director of Dietary Service	275-400
118	Director of Dietary Service, Assistant	250-325
119	Director of Division of Services for Crippled Children	500-700
120	Director of Music, Radio Station	250-325
121	Director of Neuropsychiatric Clinic	250-325
122	Director of Nonacademic Personnel, Assistant	300-450
123	Director of Nurses	275-400
124	Director of Nurses, Assistant	265-350

Page	Classification	Salary Range
125	Director of Purchases, Assistant	350-500
126	Draftsman	175-250
127	Draftsman, Senior Architectural	275-400
128	Draftsman, Junior Architectural	225-315
129	Draftsman, Senior Engineering	275-400
130	Draftsman, Junior Engineering	200-280
131	Driver (Urbana)	Prevailing
	(Chicago and Galesburg)	150-225
	Electrician (See: Tradesman, Skilled)	Prevailing
132	Electro-Acoustician	400-650
134	Engineer, Aircraft Maintenance	275-400
135	Engineer, Architectural	350-500
136	Engineer, Architectural Mechanical	350-500
137	Engineer, Chief Building Operating	265-350
138	Engineer, Building Operating	225-315
139	Engineer, Assistant Building Operating	200-280
140	Engineer, Civil	350-500
141	Engineer, Electrical	400-550
142	Engineer, Industrial -- Housing Construction Analyst	275-400
143	Engineer, Instrument and Efficiency	225-315
144	Engineer, Mechanical	400-550
145	Engineer, Operations	350-500
146	Engineer, Operative Crane (Urbana)	Prevailing
	(Galesburg)	200-280
147	Engineer, Plant Operating (Urbana)	Prevailing
	(Galesburg)	200-280
148	Engineer, Assistant Plant Operating	Prevailing
149	Engineer, Plant Operating Watch (Galesburg)	225-315
150	Engineer, Power Plant Mechanical	350-500
152	Engineer, Chief Radio	250-325
153	Engineer, Assistant Radio	140-200

Page	Classification	Salary Range
154	Engineer, Structural	350-500
155	Engineer, Swimming Pool Operating (Galesburg)	150-225
156	Estimator	300-450
157	Examiner, Assistant	225-315
158	Examiner and Recorder, Assistant	225-315
159	Executive Secretary, President's Office	275-400
160	Exterminator	150-225
161	Fieldman	250-325
162	Fieldman, Assistant	175-250
163	Fire Captain	Prevailing
164	Fire Chief	Prevailing
165	Fire Chief, Assistant	Prevailing
166	Fire First Lieutenant	Prevailing
167	Fire Second Lieutenant	Prevailing
168	Fireman, Boiler Room (Urbana and (Chicago)	Prevailing
	(Galesburg)	175-250
169	Fireman, Incinerator (Galesburg)	175-250
170	Forelady, Maid (Galesburg)	200-280
	Foreman, Custodial (Galesburg) (See: Supervisor, Custodial)	175-250
171	Foreman, Elevator Operations	150-225
	Foreman, Garage (Galesburg) (See: Foreman (Skilled Trades))	200-280
172	Foreman, Supervising Farm	265-350
173	Foreman, Farm	250-325
	Foreman, Grounds (Galesburg) (See: Foreman (Skilled Trades))	150-225
174	Foreman, Janitor (Urbana)	Prevailing
	(Chicago)	225-315
	(Galesburg)	150-225
	Foreman, Janitor Sub- (Galesburg) (See: Foreman, Sub-)	140-200
	Foreman, Machinist (Galesburg) (See: Foreman (Skilled Trades))	225-315
175	Foreman, Park	175-250

Page	Classification	Salary Range
	Foreman (Skilled Trades)	Prevailing
176	Automotive (Urbana)	
176	Bookbindery	
176	Bricklayer	
177	Carpenter	
177	Composing Room	
177	Electrician	
178	Garage (Urbana and Chicago)	
178	Grounds (Urbana)	
179	Machinist (Urbana and Chicago)	
179	Painter	
179	Plumber	
179	Press Room	
180	Sheet Metal	
180	Water Station	
181	Foreman, Steam-Distribution	Prevailing
182	Foreman, Sub-	Prevailing
183	Gardener, Agricultural	250-325
184	Gardener, Assistant Agricultural	175-250
	Gardener, Grounds (See: Gardener, Agricultural)	Prevailing
	Gardener, Assistant Grounds (See: Gardener, Assistant Agricultural)	Prevailing
185	Glassblower, Senior	275-400
186	Glassblower	225-315
	Glazier (See: Tradesman, Skilled)	Prevailing
187	Groundsman (Urbana)	Prevailing
	(Galesburg)	140-200
187a	Hanger	Prevailing
188	Herdsman	250-325
189	Herdsman, Assistant	175-250
190	Housekeeper	120-160

Page	Classification	Salary Range
191	Instrument Maker	275-400
192	Interviewer, Intake	175-250
193	Janitor (Urbana)	Prevailing
	(Chicago)	150-225
	(Galesburg)	140-200
193	Janitress (Urbana)	Prevailing
	(Chicago and Galesburg)	120-160
194	Kitchen Helper, Senior (Urbana)	120-160
	(Chicago and Galesburg)	125-175
195	Kitchen Helper (Urbana)	100-140
	(Chicago and Galesburg)	120-160
196	Laborer	Prevailing
197	Laborer, Farm	140-200
198	Laborer, Kitchen	140-200
199	Laborer, Park	150-225
200	Laundress	120-160
201	Librarian, Medical Record	265-350
202	Librarian, Assistant Medical Record	150-225
	Locksmith (See: Tradesman, Skilled)	Prevailing
	Machinist (Galesburg)	200-280
	(Urbana and Chicago)	Prevailing
	(See: Tradesman, Skilled)	
203	Maid (Urbana)	Prevailing
	(Chicago and Galesburg)	100-140
204	Maintenance Helper (Galesburg)	150-225
205	Maintenance Man, Laundry (Galesburg)	150-225
206	Manager, Bookstore	300-450
207	Manager, Assistant Bookstore	225-315
208	Manager, Bowling Alley	140-200
209	Manager, Food Production	225-315

Page	Classification	Salary Range
210	Manager, Assistant Food Production	200-280
211	Manager, Food Service, Residence Halls	275-400
212	Manager, Food Service	300-450
213	Manager, Assistant Food Service	200-280
214	Manager, House	150-225
215	Manager, Assistant House	140-200
216	Manager, Laboratory	400-650
217	Manager, Laundry	275-400
218	Manager, Office (Division of Services for Crippled Children)	275-400
220	Manager, Park	300-450
221	Manager, Traffic	275-400
222	Manager of Chicago Illini Union	300-450
223	Manager of Photographic Laboratory	265-350
224	Manager of Student Supply Store (Chicago)	225-315
225	Manager of Temporary Family Housing	275-400
226	Manager of Temporary Family Housing, Assistant	250-325
	Mason, Brick- and Stone- (See: Tradesman, Skilled)	Prevailing
227	Matron	150-225
228	Matron, Assistant	125-175
229	Meat Cutter	140-200
230	Mechanic, Aircraft Maintenance and Line	200-280
231	Mechanic, General Airport	175-250
232	Mechanic, Automotive	Prevailing
233	Mechanic, Elevator	Prevailing
234	Mechanic, Senior Laboratory	200-280
235	Mechanic, Junior Laboratory	175-250
236	Mechanic, Assistant Laboratory	140-200
237	Mechanic, Power Plant	Prevailing
238	Mechanic, Refrigeration	Prevailing
240	Mechanic, Telephone	Prevailing

Page	Classification	Salary Range
241	Mechanic Helper, Refrigeration	Prevailing
242	Medical Officer (Division of Services for Crippled Children)	400-550
244	Messenger	140-200
245	Molder	225-315
246	Nurse, Clinic	200-280
247	Nurse, Head	175-250
248	Nurse, Assistant Head	175-250
249	Nurse, Staff	150-225
250	Nurse, Supervising	200-280
251	Nurse, Visiting	175-250
252	Nurse's Aide	120-160
253	Office Assistant, Food Service	150-225
254	Officer, Chief Admitting	175-250
255	Officer, Admitting	125-175
256	Officer, Personnel	275-400
257	Operator, Airport Tower	200-280
258	Operator, Chief Cold Storage	250-325
259	Operator, Cold Storage	175-250
260	Operator, Elevator (Chicago)	140-200
261	Operator, Laundry Press	125-175
	Operator, Linotype (See: Tradesman, Skilled)	Prevailing
262	Operator, Senior Office Appliance	150-225
263	Operator, Junior Office Appliance	125-175
264	Operator, Assistant Office Appliance	100-140
265	Operator, Assistant Radio	125-175
266	Operator, Steam Distribution	
	(Urbana and Chicago)	Prevailing
	(Galesburg)	150-225
267	Operator, Chief Switchboard	
	(Chicago and Galesburg)	150-225
	(Urbana)	Prevailing

Page	Classification	Salary Range
268	Operator, Assistant Chief Switchboard (Urbana)	Prevailing
269	Operator, Switchboard	
	(Chicago and Galesburg)	125-175
	(Urbana)	Prevailing
270	Operator, Water Station	Prevailing
271	Orderly	125-175
	Painter (See: Tradesman, Skilled)	Prevailing
	Pattern Maker (See: Tradesman, Skilled)	Prevailing
272	Photographer	265-350
273	Photographer, Assistant	140-200
274	Physiotherapist, Chief	265-350
275	Physiotherapist, Senior	175-250
276	Physiotherapist, Junior	150-225
277	Physiotherapy Attendant	125-175
	Plasterer (See: Tradesman, Skilled)	Prevailing
	Plumber - Steamfitter (See: Tradesman, Skilled)	Prevailing
278	Police Captain (Urbana)	Prevailing
	(Chicago)	225-315
279	Police First Lieutenant (Urbana)	Prevailing
	(Chicago)	200-280
280	Police Second Lieutenant	Prevailing
281	Policeman	Prevailing
282	Potter	225-315
283	Poultryman	250-325
284	Poultryman, Assistant	175-250
	Pressman (See: Tradesman, Skilled)	Prevailing
285	Proofreader, Senior	200-280
286	Proofreader, Junior	150-225
287	Psychologist, Clinical	275-400
289	Purchasing Agent	350-500

Page	Classification	Salary Range
290	Recorder, Assistant	225-315
291	Repairman, Instrument	225-315
292	Repairman, Power Plant	Prevailing
	Roofer (See: Tradesman, Skilled)	Prevailing
293	Seamstress	120-160
294	Secretary, Senior	225-315
295	Secretary	175-250
296	Serviceman, Laundry	150-225
	Sheet Metal Worker (See: Tradesman, Skilled)	Prevailing
297	Social Worker, Medical	200-280
299	Social Service Worker, Supervising Psychiatric	225-315
300	Social Service Worker, Psychiatric	175-250
301	Statistician, Senior	225-315
302	Statistician, Junior	175-250
303	Storekeeper	175-250
304	Superintendent, Architectural	300-450
305	Superintendent of Building Maintenance	400-650
307	Superintendent of Buildings and Grounds, Assistant (Chicago)	400-550
308	(Galesburg)	265-350
309	Superintendent of McKinley Hospital	275-400
310	Superintendent of Operations	
	(Urbana)	400-550
	(Chicago)	300-450
	(Galesburg)	265-350
311	Superintendent of Operations, Assistant (Chicago)	265-350
312	Superintendent of Print Shop, Assistant	300-450
313	Superintendent of Repairs and Utilities (Galesburg)	275-400

Page	Classification	Salary Range
314	Superintendent of Roads, Grounds, and Transportation (Galesburg)	265-350
315	Superintendent of Sanitation and Safety	400-550
316	Superintendent of Utilities	
	(Chicago)	400-550
	(Urbana)	400-650
317	Supervisor, Creamery	265-350
318	Supervisor, Custodial	Prevailing
	(Also, Custodial Foreman, Galesburg)	175-250
319	Supervisor, Dining Room	150-225
320	Supervisor, Fountain	175-250
321	Supervisor, Intake	225-315
322	Supervisor, Inventory	225-315
323	Supervisor, Laundress	140-200
324	Supervisor, Mailing Service	275-400
325	Supervisor, Medical Social Service	275-400
327	Supervisor, Nursing Service	275-400
329	Supervisor, Assistant Nursing Service	250-325
330	Supervisor, Office	200-280
331	Supervisor, Power Plant Shift	Prevailing
332	Supervisor, Psychological Service	275-400
333	Supervisor, Record Room	175-250
335	Supervisor, Routing	225-315
336	Supervisor, Sewing and Surgical Dressing	150-225
337	Supervisor, Speech and Hearing Service	275-400
339	Supervisor, Stores	225-315
340	Supervisor, Tabulating Machine	265-350
341	Supervisor, Assistant Tabulating Machine	225-315
342	Supervisor, Training, Medical Social Service	275-400
344	Supervisor, Assistant Training, Medical Social Service	250-325
345	Supervisor of Animal Hospital	265-350

Page	Classification	Salary Range
346	Supervisor of Animal Hospital, Assistant	225-315
347	Supervisor of Building Craftsmen (Chicago)	300-450
348	Supervisor of Chicago Illini Center	175-250
349	Supervisor of Clinic Nurses	250-325
350	Supervisor of Clinic Nurses, Assistant	225-315
351	Supervisor of Housekeeping	140-200
352	Supervisor of Information Office	225-315
353	Supervisor of Linen Service	150-225
354	Supervisor of Off-Campus Housing	225-315
355	Supervisor of Off-Campus Housing, Assistant	200-280
356	Supervisor of Urology Clinic	200-280
358	Supervisor of Veterans Equipment Procurement	225-315
360		
360	Teacher of Handicapped Children	Prevailing
361	Technician, Aircraft Instrument	Prevailing
362	Technician, Brace	150-225
363	Technician, Laboratory and X-Ray	225-315
364	Technician, Musical Instrument	250-325
365	Technician, Assistant Photographic	125-175
366	Technician, Radium	225-315
367	Technician, Sound	Prevailing
368	Technician, Chief X-Ray	200-280
369	Technician, Senior X-Ray	175-250
370	Technician, Junior X-Ray	150-225
371	Technologist, Senior Medical	225-315
372	Technologist, Junior Medical	150-225
373	Tester, Advanced Registry	140-200

Name	Classification	Salary Range
374	Tradesman, Skilled	Prevailing
	Brickmason and Stonemason	
	Carpenter	
	Cement Finisher	
	Compositor	
	Electrician	
	Glazier	
	Linotype Operator	
	Locksmith	
	Machinist	
	Painter	
	Pattern Maker	
	Plasterer	
	Plumber-Steamfitter	
	Pressman	
	Roofer	
	Sheet Metal Worker	
	Sound Technician	
	Welder	
	Window Washer (Chicago)	
375	Trades Helper, Skilled	Prevailing
376	Tree Surgeon	Prevailing
377	Tree Surgeon, Assistant	Prevailing
378	Tree Trimmer	Prevailing
379	Visitor, Housing	125-175
380	Washman	150-225
	Welder (See: Tradesman, Skilled)	Prevailing
381	Watchman	150-225
	Window Washer (Chicago) (See: Tradesman, Skilled)	Prevailing
382	Wringerman	140-200
383	Writer, Continuity	125-175
384	Writer, Editorial	225-315
385	Writer, Specifications	275-400

SALARY RANGE GROUPS

I	100-140
II	120-160
III	125-175
IV	140-200
V	150-225
VI	175-250
VII	200-280
VIII	225-315
IX	250-325
X	265-350
XI	275-400
XII	300-450
XIII	350-500
XIV	400-550
XV	400-650
XVI	500-700

CLASS SPECIFICATIONS

ASSISTANT CHIEF ACCOUNTANT

Definition:

Under the Chief Accountant, to be responsible for specialized work in accounting procedures.

Duties by Example:

To supervise preparation of the annual accounting report; prepare financial and statistical reports; assist in preparation of the annual budget and administration thereof; supervise all accounting processes in the accounting department; assist in the formulation of accounting and financial policy; fund vouchers; review correspondence; perform related duties as assigned.

Qualifications:

University graduation with major in accountancy; five years' experience in university or governmental accounting, at least three years of which must have been in a university or college; high aptitude in accounting; supervisory ability; good judgment; minimum age 28.

CONSTRUCTION ACCOUNTANT

Definition:

Under supervision, to perform duties necessary to verify costs incurred under contracts executed by the University on a cost basis.

Duties by Example:

To test check presence of workers charged to the contract; check hourly rates and extensions on payrolls; issue and record receiving memorandums on all materials delivered to the job; verify extensions and footings on all invoices rendered; check and verify monthly vouchers rendered by the contractor for costs incurred by him; see that expenditures are made in accordance with the terms of the contract.

Qualifications:

University graduation with two years of training in accounting, or two years of college with two years of training in accounting and two years of accounting experience, or any combination between these two extremes. Experience in construction costs may be substituted for accounting experience to a maximum of two years.

SUPERVISING ACCOUNTANT

Definition:

Under direction to be responsible for supervisory work in accounting and related procedures.

Duties by Example:

To supervise accountants and account clerks; supervise and assist in the preparation of accounting reports and reconciliations; check and approve vouchers for payment; administer funds; administer budget accounting; handle correspondence; study accounting procedures; perform related duties as assigned.

Qualifications:

University graduation with a major in accounting; thorough knowledge of fund accounting; considerable accounting experience; knowledge of, and experience preferred in, university or college accounting; aptitude in accounting; supervisory ability; good judgment; minimum age 26.

SENIOR ACCOUNTANT

Definition:

Under supervision to perform responsible accounting, auditing, and budgeting work, including the supervision of bookkeeping operations.

Duties by Example:

To supervise the preparation of accounting reports and reconciliations; check and approve vouchers for payment; fund vouchers; supervise account clerks and bookkeepers; supervise appropriation and other subsidiary ledgers and determine proper classification of accounts for posting therein; recommend changes in accounting and auditing work.

Qualifications:

University graduation with a major in accountancy; thorough knowledge of fund accounting; extensive experience in accounting practices, of which at least one year must have been in a university or college accounting department; accuracy; integrity; good judgment; ability to deal harmoniously with the faculty and staff; minimum age 25.

JUNIOR ACCOUNTANT

Definition:

Under supervision to perform duties requiring accounting techniques, mathematical computations, and maintenance of routine accounting procedures.

Duties by Example:

To examine department accounts; keep ledger accounts; prepare financial statements; audit ledgers; reconcile bank balances; note fiscal irregularities; perform related clerical and accounting work; operate office machines as required; perform related duties as directed.

Qualifications:

University graduation with two years' training in accountancy; at least one year of experience in accounting work; high clerical aptitude; some knowledge of university or college accounting; tact; integrity; good judgment; minimum age 20.

JUNIOR COST ACCOUNTANT

Definition:

Under supervision, to be responsible for, and to maintain, cost accounts.

Duties by Example:

To calculate work cost sheets and work record cards; check and post vouchers and supplies and materials requisitions; keep journals; be responsible for billing; keep records; make reports; make up payrolls; perform related duties as directed.

Qualifications:

High school graduation with college training desirable; at least two years of experience in accounting work; accuracy; high aptitude for figures; thorough knowledge of double entry bookkeeping; accuracy; alertness; minimum age 20.

ASSISTANT ADMINISTRATOR OF RESEARCH AND EDUCATIONAL HOSPITALS

Definition:

Under administrative supervision, to assist the Administrator with the administration of the Hospitals and to perform related work as required.

Duties by Example:

To supervise and direct the management of departmental units, act for the Administrator in matters of administrative detail; interview the public; assemble data and prepare reports; assist in the preparation of budgets and control of expenditures; prepare specifications and requisition equipment and supplies; assist in preparation of building alterations and maintenance schedules; inaugurate cost studies and install cost systems; supervise office personnel; handle services for House Staff; edit manuals, hospital pamphlets, and brochures; confer with and assist department heads in the performance of their functions; perform related studies and duties as assigned.

Qualifications:

Graduation from an accredited university or college, with special training in medicine or business administration; at least two years of successful hospital administration experience; knowledge of hospital routine and administration methods; integrity; tact; ability to deal harmoniously with the general public; supervisory ability; minimum age 30.

SOCIAL RESEARCH ANALYST

(Division of Services for Crippled Children)

Definition:

Under the Director, to plan and organize special studies relating to the various aspects of a statewide program for physically handicapped children; to originate, plan, direct, and conduct statistical research, and to analyze and prepare for publication the results thereof.

Duties by Example:

To prepare procedures for use of the Division and cooperating agencies; train staff members to execute such procedures; originate and plan statistical research; collect, analyze, and present results of research data; prepare data for publication; prepare the format, tables and content of all statistical reports prepared by the Division; supervise the operation of the Central Registry of Physically Handicapped Children in Illinois; supervise statistical and clerical workers; perform related duties as assigned.

Qualifications:

Graduation from an approved college or university, with special training in statistics, social service, or public administration, of which at least six semester hours must have been statistics; at least four years of supervisory experience in the conduct of public welfare or public health statistical research; activities, one of which must have been in an administrative capacity in a public welfare program, with a thorough knowledge of both state and federal laws pertaining to physically handicapped children; supervisory ability; tact; personality conducive to harmonious dealing with employees, cooperating individuals and agencies; minimum age 25.

CHIEF ANNOUNCER

Definition:

Under supervision, to direct and perform radio announcing duties.

Duties by Example:

To supervise student announcers; arrange auditions for announcers; announce radio programs; train students in the fundamentals of announcing; assign student announcers to programs; perform related duties as assigned.

Qualifications:

High school graduation; college graduation desirable, with special training in speech, phonetics and public speaking; at least one year of experience in radio announcing; supervisory ability; pleasing personality; tact; minimum age 21.

COMPOSING ROOM APPRENTICE

Definition:

Under supervision, to perform general routine work in Composing Room.

Duties by Example:

To learn to compose type, correct same, distribute type properly, book and job composition; imposition and lockup; responsible operation and care of type-setting machines.

Qualifications:

High school graduation; ability to learn quickly; good physical condition; minimum age 18.

PRESS ROOM APPRENTICE

Definition:

Under supervision, to perform general routine work in Press Room.

Duties by Example:

To learn care and operation of all presses; positioning of forms, make-ready, and running; printing qualities of paper and ink.

Qualifications:

High school graduation; ability to learn quickly; good physical condition; minimum age 18.

ASSOCIATE ARCHITECT

Definition:

Under the architect to perform responsible architectural duties of design and construction.

Duties by Example:

To supervise subordinates; prepare architectural specifications and design; confer with administration and department hands concerning architectural work; supervise preparation of working drawings; write specifications; handle some correspondence; make preliminary cost estimates; prepare contracts; review shop drawings and completed construction work; perform related architectural duties as assigned.

Qualifications:

University graduation with degree in architecture; certification as Registered Architect; extensive responsible and technical experience in architectural design and construction, of which three years must have been in a supervisory capacity; good judgment; accuracy; tact; integrity; ability to deal harmoniously with others; minimum age 30.

SENIOR ARCHITECT

Definition:

Under the University Architect, to act as his representative in dealing with professional architectural and engineering firms, and similar related activities.

Duties by Example:

To serve as liaison for the work of professional architectural and engineering firms employed for specific projects; confer with administrative and academic personnel regarding such projects; check and approve designs, drawings, and expenditures; prepare and maintain budgets, prepare and approve contracts, change orders, certificates for payments, etc.; maintain a general check of project construction as it progresses; do other architectural work as assigned by the University Architect in connection with University construction programs.

Qualifications:

University graduation with degree in architecture; certification as Registered Architect; extensive responsible and technical experience in architectural design and construction, of which three years must have been in a supervisory capacity; good judgment; accuracy; tact; integrity; ability to deal harmoniously with others; minimum age 30.

COMMERCIAL ARTIST

Definition:

Under administrative supervision, to execute freehand or technical drawings to illustrate educational, vocational, and technical training aids.

Duties by Example:

To draw, in consultation with academic personnel, visual training aids for classroom use; design covers, posters, pamphlets, and bulletins for various University departments and services; make technical drawings as assigned.

Qualifications:

High school graduation; two years training in professional art school; ability to make layout and do lettering; neatness; accuracy; good physical condition; professional experience.

EDITORIAL ASSISTANT

Definition:

Under supervision, to do proof reading and perform routine editorial work.

Duties by Example:

To read copy for books and manuscripts; edit manuscripts; revise and check page and press proofs; check manuscripts for style, spacing and punctuation; confer with authors on form and style; perform related duties as assigned.

Qualifications:

High school graduation; college training desirable; thorough knowledge of editorial symbols; experience in editorial and proof reading work, with newspaper experience desirable; thorough knowledge of English grammar and spelling; accuracy; tact; pleasing personality; thoroughness; minimum age 21.

SENIOR LABORATORY ASSISTANT

Definition:

Under administrative supervision, to be responsible for the efficient maintenance and operation of a scientific laboratory and to perform duties requiring a high degree of technical skill and ability.

Duties by Example:

To assist instructional and administrative staff in laboratory work; perform chemical and other technical analyses; train and supervise subordinates; requisition supplies and materials; prepare reports; prepare reagents and culture media; make dentures; perform demonstrations; give skilled assistance in conducting experiments; keep inventories; perform related duties as assigned.

Qualifications:

University graduation, with special training in the sciences; at least three years experience in scientific technics, preferably in a university laboratory; supervisory ability; tact; minimum age 23.

JUNIOR LABORATORY ASSISTANT

Definition:

Under general supervision, to perform responsible duties of a technical nature pertaining to a scientific department.

Duties by Example:

To assist instructional and administrative staff in laboratory work; assist in conducting experiments and analyses; train subordinates; prepare and care for laboratory specimens, equipment, drawings, charts, slides and models; prepare reagents and culture media; make dentures; have custody of supplies; assist in research projects; keep inventories; make minor repairs; perform related duties as assigned.

Qualifications:

High school graduation with special training in the sciences; at least two years of experience in laboratory technics; tact; minimum age 19.

ASSISTANT LABORATORY ASSISTANT

Definition:

Under immediate supervision, to perform routine duties of a technical nature pertaining to a scientific department.

Duties by Example:

To assist instructional and administrative staff in laboratory work; assist in conducting experiments and various analyses; prepare and care for laboratory specimens, equipment, drawings, charts, slides and models; prepare reagents and culture media; have custody of supplies; keep inventories; make minor repairs; perform related duties as assigned.

Qualifications:

High school graduation; dependability; dexterity as required; minimum age 18.

PERSONNEL ASSISTANT

Definition:

Under administrative supervision, to perform specialized work requiring training and experience in personnel practices.

Duties by Example:

Assist in interviewing applicants, examining credentials, and recommending placements; assist in constructing, administering, and scoring examinations; perform employee training duties as assigned; assist in carrying on employee studies and preparing reports; perform related duties as assigned.

Qualifications:

University graduation, with training in personnel work desired; pleasing personality; ability to work with people; tact; good judgment; minimum age 21.

SENIOR PRINTING ASSISTANT

Definition:

Under direction of the Superintendent of Print Shop, to perform duties involving the use of professional knowledge.

Duties by Example:

To write job tickets; prepare copy and layouts; approve press proofs; handle offset printing jobs; supervise proof room; meet and work with persons requesting service from the University Press; handle routine correspondence; perform related duties as assigned.

Qualifications:

High school graduate, college graduate preferred; extensive print shop experience; ability to typewrite; aptitude for attention to detail; good personality and ability to work with people; clerical aptitude; minimum age 25.

SENIOR PURCHASING ASSISTANT

Definition:

Under supervision, to assist in making University purchases.

Duties by Example:

To secure quotations; maintain price lists and discount sheets; review quotations; contact departments regarding purchasing problems and needs; maintain commodity lists; interview salesmen as requested; supervise clerical workers; perform related duties concerning the selection of materials and their purchase as assigned.

Qualifications:

High school graduation and at least two years of college work, with college graduation desirable; three years of full-time experience in purchasing work; supervisory ability; tact; integrity; pleasing personality; minimum age 23.

JUNIOR PURCHASING ASSISTANT

Definition:

Under direct supervision, to perform responsible duties involved in making University purchases.

Duties by Example:

To check requisitions and purchase orders; be responsible for catalog file; assist in the securing and reviewing of quotations; assist in maintaining commodity lists, price lists, and discount sheets; contact departments regarding purchasing problems and needs; perform related duties concerning the selection of materials and their purchase as assigned.

Qualifications:

High school graduation and two years of college work, with training in business or engineering desirable; some experience in purchasing work desirable; full time experience in purchasing work may be substituted year for year for college training; good judgment; integrity; minimum age 20.

RADIO PROGRAMMER ASSISTANT

Definition:

Under the Director of the University Radio Station, to be responsible for one or more phases of radio program work in the University Radio Station. Phases may include announcing, continuity and script writing, and production.

Duties by Example:

To write radio scripts of all types, including dramatic, narrative, music, or news; rehearsal of radio programs and supervision of production of radio programs on the air; announce programs on the air.

Qualifications:

University graduate or equivalent, with emphasis upon training in radio or journalism; experience in one or more of the above duties defined; good physical condition; patience and tact; minimum age 19.

ASSISTANT TO THE BUSINESS MANAGER

Definition:

Under a Business Manager, to be responsible for routine operations in the Business Office of the colleges and divisions at the University of Illinois at locations other than Urbana-Champaign.

Duties by Example:

To supervise routine operations in the Business Office; advise departments on budget and other problems; supervise the office staff; prepare reports; handle financial matters delegated by the Business Manager; perform related duties as assigned.

Qualifications:

University graduation preferred; at least five years of experience in business work; knowledge of business procedures; personality conducive to harmonious handling of University problems; minimum age 25.

ASSISTANT TO DIRECTOR OF DIVISION OF SERVICES FOR CRIPPLED CHILDREN

Definition:

Under the Director of Services for Crippled Children, to be responsible for administrative functions and to direct the personnel program of the central and district offices of the Division.

Duties by Example:

To assist with the development of a well trained and coordinated personnel staff; establish and maintain effective working relationships among all staff personnel; administer the University nonacademic personnel program including employment and civil service procedures; assist the Director and Office Manager in preparation of that part of the budget pertaining to personnel; carry out such functions as wage administration, appointments, and promotions, and rate determination; review and approve requests for vacations, terminations, leaves of absence, and disability, so as to insure correct procedures and interpretation of University policies; recruit, interview, select, and hire personnel; maintain adequate personnel records and files; work with the nonacademic personnel staff of the University in such functions as job analysis, job classification, job evaluation, and merit rating; supervise and direct the training program for all new non-professional employees; cooperate with the professional staff in the orientation of new professional workers; conduct staff training conferences for clerical workers; carry out the cooperative relationship agreement between Division of Services for Crippled Children and Division of Vocational Rehabilitation; prepare reports, planning and training manuals, and bulletins as requested; perform related duties as assigned.

ASSISTANT TO DIRECTOR OF DIVISION OF SERVICES FOR CRIPPLED CHILDREN (continued)

Qualifications:

University graduation, with special training in personnel or general public administration; knowledge of University personnel practices and procedures desirable; five years experience in a comprehensive personnel program, with a general knowledge of business methods, three years of which should have been in a responsible administrative capacity; experience in program planning and direction desirable; supervisory and administrative ability, including good leadership qualities; tact, integrity; cooperative attitude; ability to exercise good judgment in evaluating situations and making decisions; interest in, and ability to work cooperatively with representatives of cooperating agencies; good health; minimum age 28.

ASSISTANT TO DIRECTOR OF HOSPITAL LABORATORY

Definition:

Under administrative direction to have responsible charge of the hospital laboratory and to perform related work as required.

Duties by Example:

To direct the work of the various departments of the hospital laboratory; direct the preparation and examination of specimens; instruct assistants and technologists in their specialized work; supervise subordinates; make special investigations; make reports and recommendations; perform related duties as assigned.

Qualifications:

Graduation from a recognized college or university with science or premedical courses as a major; experience in laboratory work in an accredited hospital; familiarity with modern laboratory practice; demonstrated administrative ability; minimum age 25.

ASSISTANT TO DIRECTOR OF PHYSICAL PLANT

Definition:

Under Director of Physical Plant, to give general assistance in the administration and operation of the Physical Plant.

Duties by Example:

To supervise office staff; handle routine administrative matters for the Director, including correspondence, documents, budgets, costs of operation and maintenance data; be responsible for space assignment and arrangements for public functions and for the issuance of and record of all keys to University buildings; keep a record of all authorized drivers of University automobiles and advise faculty and staff concerning examinations and vehicle laws; approve material for bulletin boards; perform related duties as assigned.

Qualifications:

College graduation with training in business procedures; some knowledge of accounting; three years of office experience, at least two years of which must have been in a supervisory capacity; tact; integrity; good judgment and ability to deal harmoniously with students, faculty, and the general public; minimum age 26.

ASSISTANT TO DIRECTOR OF PUBLIC INFORMATION

Definition:

Under Director of Public Information, to assist in every possible way in the preparation of material for publicizing the University.

Duties by Example:

To prepare news and magazine stories, news pictures, copy for booklets, and do whatever is necessary to present the University creditably to the public.

Qualifications:

University graduate in journalism and its related fields, with master's degree preferred; at least three years of daily newspaper or press association experience; good physical condition and appearance; good personality; good judgment; patience; minimum age 25.

ASSISTANT TO DIRECTOR OF HOUSING

Definition:

Under the Director, to provide staff assistance in the administration of the University housing program, especially in matters dealing with business organization, financial planning, budgeting, and cost accounting.

Duties by Example:

To make surveys of operations; prepare standard procedure bulletins; consult with Director and employees on matters of operating detail; review budgets; prepare special reports; coordinate divisional activities; render advice on special accounting problems; act for the Director in his absence; perform related duties as required.

Qualifications:

College degree in accounting, or equivalent in specialized training; mature personality; administrative experience of a nature requiring demonstrated ability to assume responsibility and to exercise independent judgment; male.

ASSISTANT TO HEALTH OFFICER

Definition:

Under the Health Officer, to assist in the operation of the Health Service facilities.

Duties by Example:

Supervise student clerical workers; be responsible for the requisition and care of supplies and equipment; answer routine correspondence; report to departments the physical examination status of employees; test faculty and students for permission to operate University automobiles; prepare fumigation permits; prepare reports; maintain filing system; supervise observation of modified quarantine of students; check accident reports; perform related duties as assigned.

Qualifications:

College or university graduation; knowledge of hygiene and sanitation essentials; at least two years of experience in Health Service work in a college or university; training in accounting desirable; knowledge of rules and regulations of the Illinois State Department of Health; good physical health; pleasing personality; minimum age 21.

ASSISTANT TO MANAGER OF ILLINI UNION

Definition:

Under the Manager, to assist in directing the operation of the Illini Union Building and its activities.

Duties by Example:

To be responsible for the operation of such Illini Union Building facilities as the information desk, bowling alleys, billiard room, guest rooms, and check rooms; be responsible for retail sales other than food service within the building; be responsible for all routine matters concerning the management of the Illini Union Building; make reservations of rooms for special functions and arrange facilities for special gatherings; supervise the work of the Union Building employees other than food service; be responsible for the operation of the building and its functions in the absence of the manager; assist the social director in arranging all programs sponsored by the Illini Union; insofar as possible, to satisfy the demands of students, faculty, alumni, and guests in the use of the Building.

Qualifications:

High school education required, university education desirable; training and extensive experience in business management or office work, two years of which should have been in a supervisory capacity; administrative ability; ability to work harmoniously with students, faculty, alumni, and University guests; tact; good judgment; good appearance; minimum age 25.

ASSISTANT TO THE MILITARY PROPERTY CUSTODIAN

Definition:

Under the Military Property Custodian, to be responsible for all government property under such rules and regulations as may be prescribed by the University in conformity with War Department Regulations.

Duties by Example:

To supervise office and supply room staff and supply procedure; to be responsible for all property, files, records and reports.

Qualifications:

High School graduate; at least five years experience, two years of which have been in the University; general office experience, supervisory and administrative ability; thorough knowledge of University business procedures.

ASSISTANT TO SOCIAL DIRECTOR

Definition:

Under administrative supervision, to be responsible to the Social Director for the social functions of the Illini Union Board, involving the supervision of volunteer student workers.

Duties by Example:

To give assistance and supervision to all student workers; counsel students; interview students for the Social Director; attend social programs and all rehearsals; act as official hostess in the Illini Union in the absence of the Social Director; substitute as committee member or speaker; give out authoritative information upon request; keep current and future calendar of all campus social events; be responsible for student record file; perform varied duties as occasion demands.

Qualifications:

University graduate; experience in teaching or personnel work; two years experience in University student activities; tolerance; tact; sense of humor; imagination; attractive appearance; well groomed.

AIRPORT ATTENDANT

Definition:

Under departmental supervision, to perform the duties incidental to the moving, parking, and servicing of aircraft.

Duties by Example:

Move aircraft in hangar; direct incoming aircraft to service pits; fuel gas tanks, clean windshields, record and collect for gas and oil sales; aid transient aircraft to tie-downs; do routine work as assigned on aircraft flight line and in guarding hangar.

Qualifications:

High school education or equivalent training; good health; dependability, integrity, tact, and aeronautical interest; minimum age 21.

EQUIPMENT ATTENDANT

Definition:

Under direction, to be responsible for the custody, issuance, and receipt of tools and equipment.

Duties by Example:

To maintain and repair gymnasium equipment and apparatus; be responsible for the custody and issuance of tools; sharpen tools; be responsible for custody and issuance of mechanical equipment and apparatus; set up and arrange equipment for class work; keep records and inventories; perform related duties as required.

Qualifications:

High school graduation; good physical condition; agility; mechanical aptitude; manual dexterity as required; minimum age 18.

FIRE STATION ATTENDANT

Definition:

Under direction, to assist in the maintenance and operation of fire fighting equipment and the combatting of fires.

Duties by Example:

To maintain fire fighting equipment; operate fire fighting equipment, including trucks, hose, ladders, extinguishers and related equipment; assist with building inspection for fire prevention; be responsible for the custodial maintenance of the fire station; combat fires; be available at scheduled periods for assigned duties; on occasion, represent the fire department at public gatherings; perform related duties as directed.

Qualifications:

Grammar school education, high school graduation preferable; thorough knowledge of fire fighting equipment; ability to handle fire fighting equipment; courage; bravery; dependability; good physical condition; agility; self-control; minimum height 5 feet 5 inches (5 feet 7 inches or taller preferred) minimum weight 135 pounds; minimum age 21.

FOUNTAIN ATTENDANT

Definition:

Under supervision to be responsible for the operation of a soda fountain.

Duties by Example:

To prepare light lunches, soft drinks and ice cream dishes; clean fountain equipment; supervise student help; replenish fountain supplies; make minor repairs; check fountain equipment; perform related duties as assigned.

Qualifications:

High school graduation; at least one year of experience as soda fountain attendant; pleasing personality; agility; ability to pass food handlers' examination; cleanliness; minimum age 18.

GARAGE ATTENDANT

Definition:

Under the garage foreman, to perform semi-skilled duties involved in automotive repair and maintenance.

Duties by Example:

To clean the garage; check automotive equipment for defects; check batteries, tires, water, oil, gasoline; oil and grease equipment; wash cars and trucks; make minor adjustments and repairs under close supervision; perform related duties as assigned.

Qualifications:

Grade school education; at least one year of full-time experience in a garage or major service station servicing and greasing automotive equipment; ability to work with others; agility; dexterity as required; minimum age 18.

SENIOR LABORATORY ATTENDANT

Definition:

Under general supervision, to perform duties of considerable responsibility in the care and maintenance of a scientific laboratory and in the preparation and care of materials and equipment used therein.

Duties by Example:

To prepare laboratory media and solutions; sterilize equipment; assist instructional staff in laboratory research; give assistance in conducting experiments; supervise subordinates; keep inventories; have custody of supplies and equipment; do repair work; prepare reports; keep records; perform related duties as assigned.

Qualifications:

High school graduation, with special training in the sciences; at least three years' experience in general laboratory work, preferably in a university laboratory; high degree of manual and technical skill, dependability; good physical condition; minimum age 23.

JUNIOR LABORATORY ATTENDANT

Definition:

Under supervision, but with some independence, to perform responsible duties involved in the preparation, care, and maintenance of laboratory specimens and equipment.

Duties by Example:

To prepare laboratory media and solutions; sterilize equipment; care for and maintain laboratory specimens, equipment, drawings, slides, and models; operate laboratory equipment, projectors and lanterns; fire kilns and experimental furnaces; supervise subordinates; keep inventories; have custody of supplies and equipment; do repair work; prepare reports; keep records; perform related duties as assigned.

Qualifications:

High school graduation; knowledge of general science desirable; at least two years experience in general laboratory work; manual dexterity; mechanical ability; dependability; good physical condition; minimum age 21.

ASSISTANT LABORATORY ATTENDANT

Definition:

Under immediate supervision, to perform duties involved in the care and maintenance of laboratory specimens and equipment.

Duties by Example:

To prepare samples, specimens, and museum exhibits; wash and clean glassware, test tubes, and experimental apparatus; hang drawings and charts; pack and unpack equipment; do minor repair work on equipment; operate experimental furnaces; work with experimental animals; operate projectors and lanterns; keep inventories; perform related duties as assigned.

Qualifications:

Grade school graduation; manual dexterity; mechanical ability; dependability; good physical condition; minimum age 18.

LOCKER ROOM ATTENDANT

Definition:

Under departmental direction, to perform locker room service.

Duties by Example:

To assign lockers to students and faculty; issue locks, towels, athletic equipment, uniforms, and supplies; keep records and inventories; handle laundry and dry-cleaning service; do minor repair work; issue keys; keep lockers and locker room in good condition; perform related duties as assigned.

Qualifications:

High school graduation; pleasing personality; agility; dependability; minimum age 18.

SUPPLY ATTENDANT

Definition:

Under direct supervision, to perform duties of a service and custodial nature involving care of supplies.

Duties by Example:

To assist in supplying departmental requests for supplies; run errands; check out equipment; clean office equipment; do minor repair work; sort and count laundry; deliver drugs and other materials as requested; perform related routine service duties as assigned.

Qualifications:

Grammar school education; agility; integrity; ability to deal harmoniously with faculty and staff; good physical condition; minimum age 18.

TOOL ROOM ATTENDANT

Definition:

Under direction, to be responsible for receipt issuance, and custody of tools and equipment; maintenance of tools and equipment; maintenance of tool control records.

Duties by Example:

To be responsible for maintenance and repair of tools and equipment; replace or repair broken parts to keep them in safe usable condition; dress tool bits, sharpen cutting tools, remove burred heads of hammers, chisels, and other tools; remove from service tools or equipment that are defective and unsafe for use; be responsible for custody and issuance of tools and maintenance of tool room records as outlined in the Tool Control Manual; assist machinists in shop work as required; perform related duties as assigned.

Qualifications:

High school graduation preferred; good physical condition; agility; mechanical aptitude; manual dexterity; ability to maintain legible records; pleasant business-like personality conducive to dealing harmoniously with fellow employees; initiative; resourcefulness; minimum age 18.

ASSISTANT AUDITOR

Definition:

Under the Auditor, to be responsible for work requiring thorough knowledge of accounting and auditing systems.

Duties by Example:

To supervise the internal audit of the University review all audit reports; outline work; plan audit programs; recommend improvements of procedures and records; assist in the preparation of the annual internal budget of the University; prepare special reports, statistics, and statements as requested by the Auditor; supervise assistants; perform related duties as assigned.

Qualifications:

University graduation, with special training in accounting and auditing; at least four years experience in accounting or auditing, at least one year of which must have been in a university or college; supervisory ability; tact; high aptitude for clerical or figure work; minimum age 25.

HEAD BAKER

Definition:

To be responsible for the baking of all food produced in the Bake Shop.

Duties by Example:

To bake all sweet rolls, coffee cakes, hard and soft rolls, cakes, pies, and any other similar foods as required by the management; supervise employees of lower rank.

Qualifications:

Grade school graduation; at least five years of experience at present level; three years or more of experience as apprentice and baker's helper; considerable physical strength and manual dexterity; male; minimum age 28.

SECOND BAKER

Definition:

Under supervision, to perform the duties of Baker.

Duties by example:

To bake bread, rolls, cakes, pies, and similar food articles as directed.

Qualifications:

Grade school education; general knowledge of baking; willingness to work under direction; good physical condition; ability to pass food handler's examination. Minimum age 20.

BOOKBINDER

Definition:

Under the supervision of the Bookbindery Foreman, to perform skilled bookbinding work.

Duties by Example:

To operate book sewing machines; staplers; paper folders; cutters; drills; perforaters; perform manual duties of inserting, counting, reinforcing, ripping, gumming, stringing and packing of books; perform related duties as assigned.

Qualifications:

Grade school graduation; high school graduation preferable; at least three years of experience in bookbinding; dependability; good physical condition; minimum age 18.

BOOKBINDERY WORKER

Definition:

Under supervision, to perform routine duties involved in bookbinding.

Duties by Example:

To serve as helper on the paper folder and cutter and stapler; compress books; perform manual duties such as check binding, covering, counting, wrapping, packing, folding, inserting and stringing books; assist in delivery of books; perform general assistance in cleaning the shop; make minor machine repairs; perform related duties as directed.

Qualifications:

Grammar school graduation; high school graduation preferable; willingness to work; ability to learn quickly; good physical condition; minimum age 16.

BRACEMAKER

Definition:

Under supervision, to perform duties involved in the making of braces, orthopedic appliances and supports.

Duties by Example:

To make and fit orthopedic braces, belts and supports; take measurements; operate machine lathes and power hand tools; perform grinding, polishing, electroplating and precision blacksmith work; make models from casts; do leather work; order supplies; construct operating room instruments; perform related duties as assigned.

Qualifications:

High school graduation; special training in bracemaking; good physical condition; ability to deal pleasantly with people; minimum age 21.

ASSISTANT BRACEMAKER

Definition:

Under direction to assist in the making of orthopedic braces and appliances.

Duties by Example:

To assist in making and repairing special orthopedic braces, supports and appliances; work with leather; keep shop clean and orderly; care for machinery and equipment; perform related duties as assigned.

Qualifications:

Grade school education, high school graduation desirable; training in leather work and machine work; mechanical and manual dexterity; dependability minimum age 18.

U. OF ILL. LIB.

ASSISTANT BURSAR

Definition:

Under the Bursar, to assist in the collection and deposit of all University receipts and in the general management of the Bursar's Office.

Duties by Example:

Under supervision of the Bursar, to direct a large office force; handle correspondence; assist in the supervision of the collection and deposit of all money due the University; supervise the preparation of records, payrolls and the issuance of checks; assist in the administration of fee collections, the handling of student loans, student organization investments, staff advances and conferences with faculty, staff, and students concerning fiscal matters; meet the public; perform related duties as assigned.

Qualifications:

University graduation with special training in business administration and accounting; four years of experience in business administration or the management of a large office staff, at least two years of which must have been in an administrative or supervisory capacity in a college or university; knowledge of methods and techniques required in the collection and accounting for money and of the statutes governing financial control in the University; ability to direct a large office force and to deal harmoniously with faculty, students, and the general public; tact; integrity; initiative and good judgment; minimum age 28.

ASSISTANT BUSINESS MANAGER

Definition:

Under a Business Manager; to assist in the administration and operation of the Business Office and business transactions of the colleges and divisions of the University of Illinois at locations other than Urbana-Champaign.

Duties by Example:

Advise departments on budget problems; prepare schedules and statistical information for internal budgets; prepare and review accounting reports; record all changes in the master budget; review and handle correspondence; supervise the installation of accounting systems and procedures; review and approve forms; hold conferences on the recommendation of the Business Manager concerning Business Office problems; handle matters delegated to him by the Business Manager and perform related duties as assigned.

Qualifications:

University graduation, with training in accounting, finance and fiscal problems; knowlege of University or governmental accounting systems; experience in accounting work of which at least three years must have been in an administrative or supervisory capacity; supervision of staff; administrative ability; tact; personality conducive to harmonious handling of University problems; minimum age 27.

BUTCHER

Definition:

Under departmental supervision, to be responsible for slaughtering experimental animals and the preparation of meat products for classroom and experimental purposes.

Duties by Example:

To slaughter livestock; do meat cutting; prepare meat products, purchase meat for classroom and experimental purposes; prepare meat products for sale; supervise the care and operation of the refrigerating system; perform related duties as assigned.

Qualifications:

High school graduation; extensive experience and skill as a Butcher; practical knowledge of mechanical refrigeration; initiative; supervisory ability; ability to pass food handler's examination; minimum age 25.

HEAD AIRPORT CARETAKER

Definition:

Under the direction of the Supervising Engineer, to supervise and be immediately responsible for the work of maintenance and labor employees on the building and grounds at the University Airport.

Duties by Example:

To assign and direct the work of men on maintenance and construction projects; check time cards, supervise construction, check materials, inspect work and perform related duties.

Qualifications:

Grade school education, high school graduate preferred; extensive experience in general construction and ground care; ability to handle men; good physical condition; good judgment; minimum age 30.

HEAD ANIMAL CARETAKER

Definition:

Under supervision, to be responsible for the handling, feeding and care of experimental animals.

Duties by Example:

To supervise the work of subordinates; anesthetize and prepare animals for experimental operations, weigh and mix foods for animal diets; be responsible for supplies and equipment; give general technical assistance; maintain and perform minor repair work on equipment; perform related duties as assigned.

Qualifications:

High school graduation; at least one year of experience in care of experimental animals; thorough knowledge of care and feeding of animals; strong physique; supervisory ability; minimum age 21.

ANIMAL CARETAKER

Definition:

Under direct supervision, to perform routine work involved in the handling, feeding, and care of animals used for experimental purposes.

Duties by Example:

To assist in the routine handling and feeding of animals; wash and clean cages; prepare and mix feeds care for sick animals; perform related service duties as assigned.

Qualifications:

Grade school education; experience in care of animals desirable; strong physique; dexterity and manual skill as required; willingness to work; minimum age 18.

HEAD CASHIER

Definition:

Under supervision, to be responsible for the receipt and custody of cash receipts of the University.

Duties by Example:

To supervise the work of subordinates, and instruct them in correct procedures; supervise receipt of deposits and reports of receipts; assist cashiers with daily balances; reconcile and verify petty cash fund, deferred student fees, and other charges; be responsible for fiscal records; perform related duties as assigned.

Qualifications:

University graduation, with special training in finance or accounting desirable; at least two years experience handling cash and record work in a university or college; high clerical aptitude; accuracy; pleasing personality; honesty; ability to qualify for satisfactory bond; minimum age 24.

CASHIER

Definition:

Under supervision, but with some independence, to have custody of cash receipts and fee payments.

Duties by Example:

To collect fees; accept payment on student accounts; issue receipts; make change; fill stamp requisitions; make bank deposits; record travel advances; list vouchers; draw petty cash checks; keep fiscal records; place coin orders with local banks; perform related duties as assigned.

Qualifications:

High school graduation, college training desirable; special training in accounting; at least one year of full-time experience handling cash; high clerical aptitude; accuracy; honesty; ability to qualify for satisfactory bond; pleasing personality; minimum age 21.

ASSISTANT CASHIER

Definition:

Under direction, to have custody of cash receipts and fee payments.

Duties by Example:

To collect fees; accept payments on accounts receivable; make change; cash checks and vouchers; issue receipts; make deposits; issue postal supplies; maintain express register; perform related duties as assigned.

Qualifications:

High school graduation; special training in accounting desirable; ability to handle cash with accuracy; good personality; high aptitude for figures; alertness; integrity; ability to deal with people constantly in a business-like and courteous manner; ability to qualify for satisfactory bond; minimum age 21.

LAUNDRY CHECKER

Definition:

Under supervision, to perform work of sorting all articles to be laundered and checking all articles that have been laundered.

Duties by Example:

To sort all soiled linens, for colored items, wools, silks, and weigh soiled linens ready for washing operations; weigh all flatwork for ironer; check and count slips on each customer; pack delivery baskets ready for delivery; check all articles into separate units to each customer; wrap each bundle; keep records of items of each customer's bundle ready for delivery.

Qualifications:

Grammar school education; good health; ability to keep records; dependability; integrity; willingness to perform duties as directed; at least two years' laundry experience; minimum age 25.

CHEF

Definition:

Under general direction, to have charge of the preparation of food.

Duties by Example:

To receive food and check weight and quality; cut meats and other foods into serving portions; plan menu items from left-overs; arrange substitutions when foods run short; prepare requisitions for foods; supervise and assist in the preparation of food; supervise cleaning of the kitchen; supervise kitchen personnel; perform related duties as assigned.

Qualifications:

Grade school education, high school graduation desirable; four years of successful experience in the preparation and cooking of food on a large scale; broad knowledge of various foods and their preparation; ability to pass food handlers' examination; supervisory ability; good physical condition; minimum age 24.

EXECUTIVE CLERK, PRESIDENT'S OFFICE

Definition:

Under the President and Assistant to the President, to perform responsible administrative services connected with the Office of the President.

Examples of Duties:

To receive callers on official business and to arrange conferences requested with the President and the Assistant to the President; examine all incoming correspondence and classify the same for processing by appropriate members of the President's Office staff and other University officials; answer such correspondence as may be assigned to him; be responsible for the purchase of all office supplies and equipment; issue requisitions and vouchers for supplies, equipment, and services and keep records of office expenditures; be responsible for operation of general office, including supervision of temporary employees; perform related duties as assigned.

Qualifications:

High school graduation; college or university training, or in lieu thereof, a minimum of five years' experience in other university or college administrative offices; knowledge of administrative procedures and business methods; a good command of English; integrity, tact, resourcefulness, good judgment, and ability to deal harmoniously with faculty, students, and the general public; minimum age 25.

CHIEF CLERK

Definition:

Under departmental supervision, be responsible for the operation of a principal administrative unit of the University and for the supervision of the clerical staff in that unit.

Duties by Example:

Supervise the office staff and office procedures; approve requisitions and vouchers; handle routine correspondence; interview students, staff, and other callers; train new employees; assist in budget preparation; be responsible for records and reports; requisition supplies and equipment.

Qualifications:

High school graduation; university graduation desirable; at least five years office experience and at least two years experience in the University; thorough knowledge of University business procedures: supervisory and administrative ability; pleasing personality; minimum age 25.

CHIEF CLERK

Definition:

Under departmental supervision, be responsible for the operation of a principal administrative unit of the University and for the supervision of the clerical staff in that unit.

Duties by Example:

Supervise the office staff and office procedures; approve requisitions and vouchers; handle routine correspondence; interview students, staff, and other callers; train new employees; assist in budget preparation; be responsible for records and reports; requisition supplies and equipment.

Qualifications:

High school graduation; university graduation desirable; at least five years office experience and at least two years experience in the University; thorough knowledge of University business procedures; supervisory and administrative ability; pleasing personality; minimum age 25.

SENIOR CLERK

Definition:

Under supervision, to be responsible for the performance of miscellaneous duties, essentially clerical, involving either the exercise of independent judgment, or supervision over a group of clerical workers of lower rank, requiring a thorough knowledge of University procedures, problems, and policies.

Duties by Example:

To be responsible for the efficient operation of a large office; give out information concerning department; answer departmental inquiries; compile data, reports and statistics; supervise and assign the work of clerical employees of lower rank in the department.

Qualifications:

High school graduation, college graduation preferred; extensive experience in general clerical work, preferably three years of which should have been in a university or college; tact; pleasing personality; supervisory ability; high clerical aptitude; poise; minimum age 21.

JUNIOR CLERK

Definition:

To perform, with some independence, miscellaneous duties, essentially clerical, requiring skill and experience.

Duties by Example:

To give out information concerning department; do indexing and filing; register patients; keep records; care for petty cash; check periodicals and bulletins; fill supply orders; do inventory work; compile data; operate mimeograph machine; do messenger work; perform related duties as assigned.

Qualifications:

High school graduation; one year of experience in general clerical work; two years of work in a university or college may be substituted for the required one year of experience; pleasing personality; tact; high clerical aptitude; alertness and intelligence; minimum age 18.

ASSISTANT CLERK

Definition:

Under direct supervision, to perform routine tasks requiring a knowledge of clerical work.

Duties by Example:

To do opening, sealing and mailing of correspondence; do filing; paste labels; wrap packages; answer telephones; do inventory work; do calculations; operate mimeograph machine; assemble mimeographed material; do messenger service; perform related duties as directed.

Qualifications:

High school graduation or equivalent experience; clerical aptitude; tact; poise; pleasing personality minimum age 16.

SENIOR ACCOUNT CLERK

Definition:

Under administrative supervision, to be responsible for the clerical functions in accounting lines, involving the supervision of subordinates.

Duties by Example:

To keep expenditure and income accounts; calculate, check, and verify wages and salaries; check budgets; supervise workers of lower rank; make out bills and invoices; keep patients' accounts; audit accounts; classify and code expenditures and records; operate business office machines; give out authoritative information upon request; prepare financial statements; outline forms and procedures for use of clerks under supervision; perform related duties and skills as assigned.

Qualifications:

High school graduation, college training desirable; at least three years' experience in accounting work, some of which should have been in a college or university; high aptitude in bookkeeping or accounting lines; speed and accuracy with figures; supervisory ability; knowledge of typing desirable; minimum age 21.

JUNIOR ACCOUNT CLERK

Definition:

Under general supervision, but with some independence, to perform clerical work requiring skill and experience in the preparation of accounting records and statements.

Duties by Example:

To check pay rolls; balance ledgers; figure discounts; make tabulations; do general bookkeeping; make statements and reports; do filing; classify and code expenditures; operate business office machines; make inquiries for bids on purchases; do farm accounting involving keeping of labor records; file cost data; make special farm studies.

Qualifications:

High school graduation; at least one year of experience, preferably in account clerk work; high aptitude for figures; accuracy; two years of work in a university or college, with studies in accounting may be substituted for the required one year of experience; minimum age 18.

ASSISTANT ACCOUNT CLERK

Definition:

Under immediate supervision, to do simple routine work with accounting records and machines.

Duties by Example:

To do simple checking and posting; operate adding, bookkeeping and other office machines as required; do errands; post ledgers; make tabulations; check pay rolls; perform related clerical duties as required.

Qualifications:

High school graduation; aptitude for figures; special training in bookkeeping; high clerical aptitude; minimum age 16.

SENIOR FILE CLERK

Definition:

To be responsible for, and to supervise the files in a major administrative office.

Duties by Example:

To supervise the sorting, indexing, coding, inserting, and use of files; be responsible for reports, statistics and all information produced from files; sort, register, insure mail; supervise the work of assistants; perform related duties as required.

Qualifications:

High school graduation, with college graduation desirable; at least three years' experience in filing, some of which should have been in a college or university; tact; supervisory ability; minimum age 21.

JUNIOR FILE CLERK

Definition:

Under general supervision, to perform duties required in the upkeep of an extensive filing system.

Duties by Example:

To sort, index, code, and file correspondence, orders, requisitions, vouchers, reports, slides, cards, records and other file material; make cross references; carry out system of transfer files; be responsible for the filling of orders and mailing of bulletins, circulars, pamphlets, magazines, notices; keep records of incoming and outgoing literature and store and inventory printed matter.

Qualifications:

High school graduation; special training and experience in filing or mailing systems; at least one year of experience; two years of work in a university or college may be substituted for the required one year of experience; speed and accuracy in filing; minimum age 18.

ASSISTANT FILE CLERK

Definition:

Under direct supervision, to perform routine clerical work for systematic keeping of files.

Duties by Example:

To perform routine clerical work such as sorting, withdrawing and inserting of file material; open, sort and distribute mail; wrap, address, seal and stamp mail; assist in mailing of publications; answer routine inquiries; perform related duties as assigned.

Qualifications:

High school graduation; special aptitude in filing and clerical work; pleasing personality; speed and accuracy in sorting and filing material; minimum age 16.

CHIEF INFORMATION CLERK

Definition:

Under general supervision, to direct the hospital's information service and visitor control.

Duties by Example:

Instruct and supervise information clerks; act as information clerk when necessary; perform related duties as assigned.

Qualifications:

High school graduation; thorough knowledge of University operation and personnel; ability to meet the public and get along with others and to appreciate the problems of the ill and distressed; three years experience as an information clerk or two years experience as a clerical worker in an accredited hospital; supervisory ability; minimum age 25.

INFORMATION CLERK

Definition:

Under immediate supervision to handle the dispensing of information regarding patients to relatives and friends, and to direct and control visitors.

Duties by Example:

Determine eligibility of persons seeking information regarding patients; exercise judgment in giving out such information; keep necessary records on patients' condition; control admission of visitors; receive messages for patients and staff; perform related duties as assigned.

Qualifications:

High school graduation; one year's experience as a clerical worker in an accredited hospital; ability to meet the public and get along with others; appreciation of the problems of the ill and distressed; minimum age 18.

INVENTORY CLERK

Definition:

Under supervision, to be responsible for duties involved in the maintenance of a complete inventory record of University equipment.

Duties by Example:

To enter and make record of all permanent equipment purchased by the University; maintain an inventory card file; assign inventory numbers; number and mark equipment; advise departments concerning inventory procedures; adjust transfer, trade-in and discard entries of equipment; maintain classified file; make actual physical check of equipment; keep records of repair and service charges on equipment; supervise assistants; prepare reports; perform related duties as assigned.

Qualifications:

High school graduation, with university degree desirable; at least three years of experience in inventory work; thorough knowledge of filing and record work; accuracy; tact; good judgment; minimum age 21.

MAILING CLERK

Definition:

Under supervision, to be in direct charge of all mailing operations performed by the Mailing Center.

Duties by Example:

To operate the Mailing Center, including the upkeep of mailing lists and all processes involved in preparing all classes of mail for distribution; plan and supervise work of others; keep records necessary for the operation of the service.

Qualifications:

High school graduate; experience in the business departments of a large university, including work in mailing desirable; ability to operate and to do routine maintenance on addressing, plate cutting, and postage meter machines; minimum age 21.

SENIOR OPERATIONS CLERK

Definition:

Under supervision, but with some independence, to be responsible for computing operating records and reports.

Duties by Example:

To check time cards and material tickets; read meters; figure daily power plant report; check expenditures reports; itemize job orders; compute daily, monthly, and yearly operating expenditures; make charts; do filing; compute labor, material, and overhead costs; operate business machines as required; perform related duties.

Qualifications:

High school graduation, college training desirable; high aptitude for figures; special skills as required; minimum age 21.

JUNIOR OPERATIONS CLERK

Definition:

Under direction, to assist in computing operating records and reports.

Duties by Example:

To assist in computing and recording daily, monthly, and yearly power plant operating reports; assist in computing and recording the steam, gas, and electrical consumption of all campus buildings; assist in the making of charts and graphs of operating and financial data; assist in the filing of blueprints, correspondence, operating records and other related data; perform other related duties as assigned.

Qualifications:

High school graduation; technical course with several semesters of mechanical drafting desirable; high degree of clerical aptitude and intelligence; initiative and resourcefulness; minimum age 20.

SENIOR PAYROLL CLERK

Definition:

Under administrative supervision, to be responsible for University payrolls.

Duties by Example:

From appointments and notices of employment for staff, and related data, to prepare and maintain payroll records; calculate withholding tax and retirement deductions and overtime compensation and incorporate into payrolls; verify completed payrolls; disburse pay checks; maintain complete files pertaining to payrolls; furnish the University Retirement System with payroll information and reports; answer questions from University staff relating to pay.

Qualifications:

High school graduation with University training desirable; at least three years' experience in clerical work, two years of which must have been in payroll work, typing ability; accuracy and aptitude in handling figures; pleasant but business-like personality, with ability to meet people; tact; thoroughness; minimum age 25.

JUNIOR PAYROLL CLERK

Definition:

Under administrative supervision, to assist in the preparation of University payrolls and maintain payroll records.

Duties by Example:

Assist in the preparation and maintenance of payroll records; verify payrolls for accuracy; post earnings records; calculate withholding tax, retirement deductions and overtime compensation; assist in making payments in advance of payroll date; maintain files for payroll authorizations, earnings records and time cards, and other related data.

Qualifications:

High school graduation; typing ability; accuracy and aptitude in handling figures; thoroughness; tact; ability to meet people.

RECEIVING CLERK

Definition:

Under administrative supervision, to be responsible for receipt and distribution of all incoming and outgoing University materials and equipment.

Duties by Example:

To supervise work of delivery assistants; record all receipts of University property, equipment, and material; correlate receipts with University purchase order numbers, weigh bills, and shipping tickets; be responsible for delivery of above material to proper departments; maintain petty cash fund for payment of collect shipments; prepare vouchers charging proper department for reimbursement; prepare weigh bills for outgoing shipments and return of materials.

Qualifications:

High school graduation, college training desirable; experience in University stores control or property distribution; good physical condition; accuracy; tact; supervisory ability; minimum age 21.

SENIOR RECORD CLERK

Definition:

Under administrative direction, to be responsible for registration and/or other University records.

Duties by Example:

To assist in evaluating credentials for admission, and draw up honor lists; check and evaluate graduation requirements; compile reports of a statistical nature; compile and organize personal records and files; supervise registration of students; interview students and callers; give authoritative information; perform related duties as assigned.

Qualifications:

High school graduation, college graduation desirable; at least three years of experience with records, some of which should have been in a college or university; supervisory ability; tact; ability to meet people; minimum age 21.

JUNIOR RECORD CLERK

Definition:

Under supervision, but with considerable independent judgment, to perform duties involved in keeping records.

Duties by Example:

To keep student or personnel records; make transcripts of records; check credits and admissions; record amounts; quantities and prices; keep diagnosis records; check patients' charts; make reports and compile minor statistics from records; give out information; perform related typing and clerical duties as assigned.

Qualifications:

High school graduation; special training in record keeping; at least one year of experience, preferably in a college or university; two years of college or university work may be substituted for the required one year of experience; pleasing personality; ability to meet people; minimum age 18.

ASSISTANT RECORD CLERK

Definition:

Under direct supervision, to perform simple clerical tasks involved in the keeping of records.

Duties by Example:

To record grades, stock purchases and disbursements; write fee statements; file records and charts; write admission and discharge slips; make entries, lists; perform other duties related to record keeping.

Qualifications:

High school graduation; skill and ability in record keeping; pleasing personality; minimum age 16.

STATISTICAL CLERK

Definition:

Under departmental supervision, to perform clerical work involving interpretation and analysis of statistical material.

Duties by Example:

To analyze reports; assemble, check, correct, and tabulate statistical data; make machine or manual calculations; interpret statistical data; perform clerical work requiring a knowledge of statistics.

Qualifications:

High school graduation, college training in statistics desirable; ability to operate calculating machine; high aptitude for figures; ability to follow directions; minimum age 18.

STORES CLERK

Definition:

Under supervision, but with considerable independent responsibility, to perform duties relating to the receipt, care, and issuance of supplies.

Duties by Example:

To receive, shelve, inventory and dispense supplies and equipment; receive and fill requisitions and orders; care for stocks; perform related duties as assigned.

Qualifications:

High school graduation; at least two years' experience in work of stores clerk nature; good physical condition; accuracy; dependability; minimum age 20.

ASSISTANT STORES CLERK

Definition:

Under direct supervision, to do simple clerical and physical work relating to the care, issuance and dispensing of stores, supplies, and equipment.

Duties by Example:

To assist in the receiving, unpacking, and care of supplies such as chemicals, groceries, hardware, office equipment, and the like; assist in inventory of such supplies; keep records; receive and fill orders and requisitions; wrap and prepare goods for delivery; perform related duties as assigned.

Qualifications:

High school graduation; good manual dexterity; reliability; accuracy; minimum age 18.

WARD CLERK

Definition:

Under direct supervision of Nurse in charge of ward unit, to perform routine tasks requiring a knowledge of clerical work.

Duties by Example:

To keep ward records; fill out reports and requisitions; make supplies; admit patients and check patients' clothes; perform errands; answer telephone, and take and deliver messages; write letters; perform related duties as assigned.

Qualifications:

High school graduation; clerical aptitude; ability to understand and follow directions; pleasing personality; ability to get along well with others; minimum age 18.

SUPERVISING CLERK-STENOGRAPHER

Definition:

Under administrative supervision, to be responsible for the efficient operation of a complex stenographic office organization involving at least five subordinate employees.

Duties by Example:

To be responsible for all office stenographic work; interview prospective office employees; organize the office staff; allocate work; proofread finished work; handle the routine correspondence; perform related stenographic, clerical, and administrative duties as required.

Qualifications:

High school graduation, college graduation desirable; at least five years of experience, two years of which must have been in the University; shorthand and typing skills; ability to direct the work of subordinates; supervisory and administrative ability; minimum age 25.

SENIOR CLERK-STENOGRAPHER

Definition:

To be responsible for the performance of difficult and responsible stenographic and clerical work involving either the exercise of independent judgment, or supervision over a group of clerical or stenographic workers of lower rank, requiring a thorough knowledge of University procedures, problems and policies.

Duties by Example:

To be responsible for the efficient operation of an office; take and transcribe difficult dictation or dictaphone records; supervise and assign the work of clerical employees of lower rank in the office; compose routine correspondence; compile reports and statistics; answer inquiries; arrange conferences, appointments and meetings; copy manuscripts and reports; perform related duties as assigned.

Qualifications:

High school graduation; college graduation preferable; superior intelligence and clerical aptitude; mastery of typing and shorthand skills; extensive experience in stenographic work, preferably three years of which should have been in a university or college; tact; supervisory ability; pleasant, but business-like, personality; poise; minimum age 21.

JUNIOR CLERK-STENOGRAPHER

Definition:

Under supervision, but with some exercise of judgment, to perform clerical and stenographic duties.

Duties by Example:

To take and transcribe dictation; do typing of medium difficulty; copy reports, manuscripts, records, vouchers, and tabulations; cut stencils; classify, sort, index, and file letters, records, vouchers, requisitions, and charts; be responsible for such files; receive students, faculty, and visitors; give out information as instructed; handle departmental mail; under direction, arrange appointments and meetings; perform related duties as directed.

Qualifications:

High school graduation; special training in typing, shorthand, and clerical work; at least one year of experience, preferably in a university or college; typing speed 50 net words per minute; shorthand speed 80 words per minute; high clerical aptitude; alertness and intelligence; two years of university or college may be substituted for the one year of experience; tact; poise; pleasing personality; minimum age 18.

ASSISTANT CLERK-STENOGRAPHER

Definition:

Under direct supervision, to perform routine clerical, stenographic, and typing work.

Duties by Example:

To take and transcribe dictation; perform routine clerical tasks such as filing, stuffing of envelopes for mailing, typing routine matters, addressing of mail, typing non-technical material subject to review; do occasional messenger service; open, seal and deliver mail; cut stencils; answer telephones; receive callers; give out information as instructed; perform related duties as directed.

Qualifications:

High school graduation, with training in typing, shorthand, and clerical work; typing speed 45 net words per minute, shorthand speed 70 net words per minute; clerical aptitude; tact; poise; pleasing personality; minimum age 16.

SENIOR CLERK-TYPIST

Definition:

To be responsible for the performance of typing and clerical work in a major administrative office, involving the supervision of persons of lower rank.

Duties by Example:

To do typing of material dictated on dictaphone records, technical manuscripts, tabulated material, statistical material and subject-matter requiring exceptional skill and ability; supervise the work of typists and clerical workers of lower rank in the office; be responsible for files, payrolls and general office routine; arrange appointments and conferences; give out information as assigned; compose routine correspondence; receive callers; dispose of routine matters; perform related duties as assigned.

Qualifications:

High school graduation, college graduation preferable; high degree of efficiency in typewriting; high clerical aptitude; extensive clerical and typing experience, preferably three years of which should have been in a university or college; supervisory ability; pleasant, but business-like, personality; tact; poise; minimum age 21.

JUNIOR CLERK-TYPIST

Definition:

Under supervision, but with some exercise of judgment, to perform clerical and typing duties.

Duties by Example:

To do typing from notes, manuscript, records, reports, and letters; transcribe dictaphone records; cut stencils which sometimes involve technical text, tabulations, or foreign languages; sort, classify, index, insert, and withdraw file letters, records, requisitions, invoices, and subject matter; arrange appointments; receive callers; give out information as instructed; perform related duties as directed.

Qualifications:

High school graduation; special training in typing and clerical work; at least one year experience, preferably in a university or college; typing speed 50 net words per minute; high clerical aptitude; alertness and intelligence; two years of college or university work may be substituted for the required year of experience; tact; poise; pleasing personality; minimum age 18.

ASSISTANT CLERK-TYPIST

Definition:

Under direct supervision, to perform routine clerical and typing work.

Duties by Example:

To do routine typing of letters, manuscripts, requisitions, and vouchers; address, seal and mail correspondence; cut stencils; answer telephones; receive callers; give out information as instructed; do occasional messenger service; perform related duties as directed.

Qualifications:

High school graduation, with training in typing and clerical work; typing speed 45 net words per minute; clerical aptitude; tact; poise; pleasing personality; minimum age 16.

FIELD PHYSIOTHERAPY CONSULTANT
(Division of Services for Crippled Children)

Definition:

Under administrative supervision to be responsible in an assigned area for the field physiotherapy service to patients served by the Division of Services for Crippled Children.

Duties by Example:

To be responsible for carrying out physiotherapy treatments as directed by physicians and surgecns; teach and interpret specific treatments to responsible individuals; give consultation services in physiotherapy; assist in promoting services of the Division throughout the state; maintain professional relationships with local physicians and other professional workers rendering related services; perform related duties as assigned.

Qualifications:

High school graduation; graduation from an accredited school of nursing, or from an approved school of physical education, or at least two years of college work; completion of an approved course in physical therapy; four years' experience in a physiotherapy department in an approved hospital rendering service to orthopedic patients, or three years' field experience in physiotherapy work in a state agency for crippled children, at least one year of which must have been in a supervisory capacity; interest in and ability to work with people; freedom to travel extensively; good health; minimum age 22.

MEDICAL SOCIAL SERVICE CONSULTANT
(Division of Services for Crippled Children)

Definition:

Under the direction of the Supervisor of Medical Social Service, to render medical social service consultation of expert quality to both the members of the field staff of the Division of Services for Crippled Children and to those of other agencies, both public and private.

Duties by Example:

To confer with health and welfare agencies both public and private; to give consultation on the medical social aspects of the Division's program; to study and report on the economic and social conditions of cases; to give medical social case work services to a limited number of patients (largely on a demonstration basis); to interpret to children, parents, and the agencies concerned the social implications of medical diagnosis and treatment; to arrange for the care of patients by the Division or other agencies; to work cooperatively with other professional staff members of the Division; maintain records and reports; perform related duties as assigned.

Qualifications:

Graduation from an accredited college (approved by the North Central Association or similar accrediting body) with Bachelor's degree; completion of an approved training course in medical social work leading to Master's Degree (course to be approved by the American Association of Medical Social Workers); two years experience in a hospital

MEDICAL SOCIAL SERVICE CONSULTANT
(Division of Services for Crippled Children)
(Continued)

Qualifications (Continued):

or clinic, medical social service department, under the supervision of a qualified medical social worker, or one year experience under supervision in a hospital's or clinic's medical social service department, and one year experience in a public medical care program under supervision; two years experience as a consultant or a supervisor in medical social work program, preferably in a crippled children's program; interest in, and ability to work with, other people; ability to exercise good judgment in evaluating situations and in making decisions; tact; enthusiasm; minimum age 25.

NURSING CONSULTANT
(Division of Services for Crippled Children)

Definition:

Under the direction of Nursing Service Supervisor, to be responsible in an assigned area for the general public health nursing of patients for whom the Division of Services for Crippled Children has assumed treatment.

Duties by Example:

To locate crippled children and initiate plans for securing diagnostic, medical, surgical, and other rehabilitated services; be responsible for the organization and conduct of diagnostic clinics; under medical direction and supervision to be responsible for the nursing care of patients; to instruct responsible individuals or local nurses in the care of crippled children in their homes; to promote and develop the services of the Division by conferring and cooperating with the local health, welfare and other agencies; maintain case records and reports and keep these current; perform related duties as required.

Qualifications:

College graduation preferred from an accredited school of nursing; State Registration in Illinois within a year after beginning work; completion of an approved one year program of study in Public Health Nursing; advanced training in pediatric nursing is desirable; three years' experience in a generalized public health nursing agency, one of which should be in a supervisory capacity, or two years' experience in a generalized public health nursing program and two years' experience in a specialized field in an accredited hospital or convalescent home; supervisory ability; interest in and ability to work with people; ability to exercise good judgment in evaluating situations and in making decisions; good health; minimum age 25.

ORTHOPEDIC NURSING CONSULTANT
(Division of Services for Crippled Children)

Definition:

Under the direction of the Supervisor of Nursing Services, to be responsible in an assigned district for the general public health nursing, orthopedic nursing, and physical therapy services to patients for whom the Division of Services for Crippled Children has assumed treatment.

Duties by Example:

To locate crippled children and initiate plans for securing diagnostic, medical, surgical and social services; be responsible for the organization and conduct of diagnostic clinics; under medical direction and supervision to render specialized orthopedic nursing care and physical therapy services; instruct responsible individuals or local nurses in the care of crippled children in their homes; promote and develop the services of the Division by conferring and cooperating with local health, welfare, and other agencies; maintain case records and reports, and keep these current; perform other related work as required.

Qualifications:

College graduation preferred from an accredited school; graduation from an accredited school of nursing; state registration in Illinois within a year after beginning work; completion of an approved one year program of study in Public Health Nursing; completion of an approved program of study in physical therapy or a completion of an approved program of study in a combined course in orthopedic nursing and physical therapy;

ORTHOPEDIC NURSING CONSULTANT
(Division of Services for Crippled Children)
(Continued)

Qualifications (Continued):

internship in the specialized field desirable; advanced training in pediatric nursing desirable; course in supervision desirable; three years' experience in a generalized public health nursing agency, one of which must have been in a supervisory capacity, or two years experience in orthopedic nursing in an accredited hospital, convalescent home, or public health agency; supervisory ability; interest in and ability to work with people; ability to exercise good judgment in evaluating situations and making decisions; good health; minimum age 25.

SPEECH AND HEARING CONSULTANT
(Division of Services for Crippled Children)

Definition:

Under Speech and Hearing Service Supervisor, to assist with the development and conduct of the speech and hearing rehabilitation aspects of the Division's state-wide program.

Duties by Example:

To assist the supervisor in evaluating existing facilities in speech and hearing rehabilitation, in encouraging the further development of these facilities, and in correlating the speech and hearing rehabilitation program of the Division with other facilities in the State; conduct speech and hearing clinics for diagnostic and treatment purposes throughout the State; arrange with physicians, nurses, speech correctionists, and school officials for treatment and follow-up care; render consultation services in speech and hearing rehabilitation; perform related duties as assigned.

Qualifications:

Graduation from an approved college or university, with a major in speech re-education or pathology; Master's degree from a recognized college or university in speech correction or clinical psychology, including advanced courses in the hard-of-hearing field; at least three years of experience in program planning and development of speech correction services; tact; ability to exercise good judgment in evaluating situations in making decisions; enthusiasm; interest in, and ability to work with, people; good health; freedom to travel extensively; minimum age 24.

HEAD COOK

Definition:

Under general supervision, to direct the preparation and cooking of foods.

Duties by Example:

To supervise the work of cooks and Food Service Assistants; make requisitions for food orders; assist with preparation of menus; perform related duties as assigned.

Qualifications:

Grade school education; high degree of skill and experience in large quantity cooking; ability to pass food handler's examination; supervisory ability; minimum age 25.

COOK I

Definition:

Under direction, to be responsible for the cooking of foods, requiring considerable skill and discretion.

Duties by Example:

To cook meats, vegetables, pastries, and fruits in large quantities; supervise employees of lower rank; perform related duties as directed.

Qualifications:

Grade school graduation; good general knowledge of and experience in large quantity cooking; good physical condition; ability to pass food handler's examination; supervisory ability; tact; pleasing personality; minimum age 22.

COOK II

Definition:

Under direction, to cook foods as assigned.

Duties by Example:

To cook meats, vegetables, pastries, and fruits in large quantities as directed; perform related duties as assigned.

Qualifications:

Grade school graduation; good general knowledge of and experience in large quantity cooking; good physical condition; ability to pass food handler's examination; ability to work with others and under supervision; minimum age 22.

FOODS LABORATORY COOK

Definition:

Under supervision, to be responsible for the cooking of foods and for performing other related duties in a laboratory kitchen.

Duties by Example:

To prepare and cook foods of all types, to care for kitchen equipment, to keep kitchen and work area clean and orderly; to assist in directing student workers; perform related duties as directed.

Qualifications:

Grade school graduation; ability to pass food handler's examination; cleanliness; good physical condition; willingness to work with students as directed; minimum age 18.

COPYHOLDER

Definition:

Under direct supervision, to perform routine copyholding duties.

Duties by Example:

To arrange copy; read copy to proofreader; call out all punctuation marks; call attention to discrepancies in printed copy and original manuscript; follow through original copy word for word; assist in revising and checking proof; perform routine duties as assigned.

Qualifications:

High school graduation; special training and knowledge of English construction, grammar, and spelling; clear, well-modulated voice; ability to follow instructions; minimum age 18.

CREAMERYMAN

Definition:

Under the Creamery Foreman, to perform work of a specialized nature required in the manufacture of dairy products.

Duties by Example:

To assemble and unassemble pipe lines to vats and churns; assemble clarifier and separator; receive, weigh, and sample milk and cream; pasteurize milk and cream; run Babcock tests; wash pasteurizers, separators, vats, and churns; scrub floors and walls; clean windows; assist with making ice cream; replace recording charts on pasteurizers; bottle milk; wash cans; perform related duties as assigned.

Qualifications:

High school graduation; one year of experience in general dairy manufactures; certification by University health officer as a food handler; good physical condition; stamina; willingness to work; minimum age 18.

FOREST CUSTODIAN

Definition:

Under the general supervision of the Grounds Foreman, to perform all work related to the grounds maintenance and general upkeep of the University woods.

Duties by Example:

To clear fire breaks; poison trees and weeds; check erosion conditions; repair fence, gates, culverts; provide general watch service over the areas on which he is working to prevent trespass; to do grounds work on the campus at such times and seasons as presence not needed in the University woods.

Qualifications:

Grade school graduate; good physical condition; dependability; integrity; thoroughness; good judgment.

ARCHITECTURAL DESIGNER

Definition:

Under the Architect, to perform architectural design work.

Duties by Example:

To prepare preliminary sketch plans for University buildings; study group relationships and campus plans; prepare presentation drawings and perspectives; be responsible for the complete architectural design of buildings and campus features, including the preparation of scale and full-size details; direct the work of others as required; perform related duties as assigned.

Qualifications:

University graduation with degree in Architecture and two years experience in the design of major buildings; or high school graduation with at least six years experience in architectural design, detailing and rendering in several mediums; comprehensive understanding of the proper approach to the solutions of any architectural design problem; good sense of proportion, scale, form, and color; a general familiarity with problems of landscape design and some knowledge of interior decoration and furniture; general knowledge of building materials, fundamental structural and mechanical requirements, building codes, the preparation of working drawings, etc. having a bearing on building design; minimum age 25.

DIETITIAN

Definition:

Under administrative supervision, to be responsible for the general supervision of scientific food preparation, distribution, and service.

Duties by Example:

To plan, assist and supervise the work of assistant dietitians; supervise kitchen staff; confer with department heads concerning efficacy of special diets; give dietetic information as requested; confer with purchasing agent regarding cost and procurement of foods and equipment; confer with administrative head concerning general policy of food service; judge the quality of products upon demonstration; approve and sign requisitions and invoices for the dietary department; prepare records and reports and exercise general supervision over the dietary department; inform subordinates on trends in the field of dietetics; perform related duties as assigned.

Qualifications:

University graduation or equivalent training in dietetics, plus a twelve-month dietetic internship in a hospital whose course is approved by the American Dietetic Association; at least five years experience in the field of dietetics; thorough knowledge of dietetics, food values, and kitchen practices; cleanliness; tact; pleasing personality; good physical condition; supervisory ability; minimum age 26.

ASSISTANT DIETITIAN

Definition:

Under supervision, to be responsible for the scientific preparation of foods.

Duties by Example:

To supervise the work of the diet kitchen; plan menus; prepare foods for special diets; make requisitions; keep records; supervise kitchen staff; keep inventories; be responsible for the sanitary condition of kitchens, pantries, refrigerators and store rooms; keep informed on trends in the field of dietetics; perform related duties as assigned.

Qualifications:

University graduation or equivalent training in dietetics; thorough knowledge of dietetics, food values and kitchen practices; cleanliness; tact; pleasing personality; good physical condition; twelve-month dietetic internship in a hospital whose internship is approved by the American Dietetic Association; minimum age 21.

EDUCATIONAL PROGRAM DIRECTOR, RADIO STATION

Definition:

Under the Director of the University Radio Station, to be responsible for the selecting, writing, and production of educational programs over stations owned and operated by the University.

Duties by Example:

To select subject material, secure sources of information, mould into effective form, and produce educational programs such as discussions, round-tables, narrations, dramatizations and talks.

Qualifications:

University graduate, with master's degree preferred in radio, journalism, or education; at least one year's experience in educational broadcasting; experience in commercial broadcasting of one year or more desirable; good physical condition and appearance; tact and patience; minimum age 22.

PRODUCTION DIRECTOR, RADIO STATION

Definition:

Under the Director of the University Radio Station, to be responsible for the supervision and production of programs for W I L L and W I U C.

Duties by Example:

To be responsible for script review and evaluation, rehearsal, and production of programs on the air; supervise the editing of scripts; coordinate programs with policy of station and within the series presented; supervise production of special events.

Qualifications:

Graduate of recognized university, with specialization in radio or radio-journalism; graduate degree preferred, but equivalent experience will be accepted as alternative; at least two years of experience in radio programming and production desired.

ASSISTANT DIRECTOR OF CLINICS

Definition:

Under the supervision of the Director of Research and Educational Hospitals, to assist in the administration of the Outpatient Clinics and perform related work as required.

Duties by Example:

To supervise and direct the Outpatient Clinics, acting for the Director in his absence; conduct interviews; handle correspondence; cooperate with the medical staff; prepare reports; assess charges; perform related duties as assigned.

Qualifications:

Graduate of an accredited university or college, with special training in medicine or business administration, or graduation from an accredited medical school, plus two years administrative experience in a general hospital; knowledge of clinic and hospital operation; administrative proficiency; supervisory skill and ability to deal harmoniously with students, faculty, patients, and the general public.

DIRECTOR OF DIETARY SERVICE

Definition:

Under administrative direction, to conduct efficiently the operation of a dietary department.

Duties by Example:

To be responsible for entire food service in the Research and Educational Hospitals and allied institutions; plan and supervise the work of the Dietitians, Cooks, Food Service Assistants, and other employees; confer with department heads concerning food service; approve and sign requisitions and invoices; prepare reports and exercise general supervision over all functions of the department; requisition food supplies; be responsible for physical maintenance and repair of equipment and facilities; perform related duties as assigned.

Qualifications:

University graduation or equivalent training in dietetics, plus a twelve-month dietetic internship in a hospital whose course is approved by the American Dietetic Association; at least five years experience in a supervisory capacity; tact; pleasing personality; good physical condition; administrative ability; minimum age 30.

ASSISTANT DIRECTOR OF DIETARY SERVICE

Definition:

Under the direction of the Director of Dietary Service, to assist in the administration and operation of the Hospital food services.

Duties by Example:

To check for quality and quantity all foods received directly or indirectly; supervise preparation of foods for patients and personnel; be responsible for planned menus; create requisitions for food supplies, cleaning agents, linens, equipment, repairs, and maintenance; prepare time schedules for main kitchen employees; assist in handling employee personnel problems, and selection of staff additions and replacements; assist staff, if necessary, in planning time schedules for different units in the department; confer with purchasing agent regarding procurement of foods and equipment; check all dietary invoices before submitting for final approval; judge samples of foods submitted for testing; in the absence of the Director, assume duties of that position; conduct meat cost studies; perform related duties as assigned.

Qualifications:

University or college graduation, approved hospital internship; member of the American Dietetic Association; at least five years experience; administrative and supervisory ability; thorough knowledge of foods and dietetic practices; pleasing personality; good physical condition; minimum age 28.

DIRECTOR OF DIVISION OF SERVICES FOR CRIPPLED CHILDREN

Definition:

Under Vice President in Charge of the Chicago Professional Colleges, to be responsible for the planning, organization, and administration of a state-wide program rendering services to physically handicapped children.

Duties by Example:

To plan, organize, and administer the program of the Division; coordinate the work of the various services in the Division; prepare budgets; be responsible for medical social service, nursing, research, and fiscal program of the Division; be responsible for records and reports; formulate methods for improvement of the Division program; cooperate with Federal, state, and local agencies and related social services; establish and maintain cooperative arrangements with physicians and hospitals; handle correspondence; perform related duties necessary to the efficient administration of the Division.

Qualifications:

University graduation, with special training in public health and public welfare administration; extensive experience with programs for handicapped children, of which at least three years must have been in administrative capacity; at least five years' experience in specialized public health or public welfare administrative work; executive and administrative ability; integrity; tact; resourcefulness; personality conducive to harmonious handling of Division problems; minimum age 30.

DIRECTOR OF MUSIC, RADIO STATION

Definition:

To be responsible for arranging and supervising the presentation of music, live and mechanical, on stations owned and operated by the University; and for supervising musical continuity used in musical programs for the air.

Duties by Example:

To audition live and mechanical musical talent available; approve choice of talent and numbers to be used on radio programs; supervise the production of live musical programs.

Qualifications:

University graduation with a degree in music, preferably a master's degree; experience in radio broadcasting desirable, or equivalent experience in public performances; ability to play at least one solo instrument; good physical condition and appearance; tact; patience; minimum age 23.

DIRECTOR OF NEUROPSYCHIATRIC CLINIC

Definition:

Under administrative direction, to be responsible for the operation of a Neuropsychiatric Clinic.

Duties by Example:

To be responsible for appointments and admissions of clinic and hospital patients; assist doctors; handle contacts with outside agencies; interview patients and families; be in charge of diagnostic files; handle correspondence; assign case work to medical and nursing students; select and distribute cases to clinic doctors; supervise nursing and office staff in assisting physicians and in organizing the various functions of the outpatient service.

Qualifications:

High school graduation; certification as a registered nurse, with special training and experience in working with neuropsychiatric patients; total experience in nursing not less than five years, of which at least two should have been spent in a responsible supervisory or administrative capacity; poise; tact; ability to get along with people at all levels.

ASSISTANT DIRECTOR OF NONACADEMIC PERSONNEL

Definition:

Under the Director of Nonacademic Personnel, to assist in the development and administration of the nonacademic personnel program.

Duties by Example:

To assist the Director in developing and administering the program of the Office of Nonacademic Personnel; handle administration of Civil Service rules and regulations, including examinations; be responsible for job analysis, job classification, job evaluation, merit rating, and wage and budget administration; perform related duties as assigned.

Qualifications:

University graduation, with special training in personnel and related subjects; three years of experience in personnel work, preferably in a large university or Civil Service system, at least one year of which must have been in a supervisory capacity; thorough knowledge of the University personnel practices and procedures; administrative ability; tact; good judgment; integrity; ability to deal harmoniously with the general public, faculty, and staff; minimum age 28.

DIRECTOR OF NURSES

Definition:

Under hospital administrative direction, to be responsible for the organization, administration, and development of the nursing service, and to be responsible for the clinical experience of student nurses.

Duties by Example:

Supervise the nursing service of the hospitals; confer with nursing staff and physicians; interview applicants for positions in the nursing staff; interview and advise Nurses concerning their persona problems; confer with the Hospital Administrator; handle correspondence; prepare budgets and reports and make recommendations; superintend Nurses' Residence; supervise Central Supply department; see that proper provisions are made for the clinical experience of student nurses.

Qualifications:

High school graduation and graduation from an accredited three-year school of nursing in a hospital having a daily average of 50 or more patients; University nursing degree desirable; certified as registered nurse; extensive experience in nursing work, three years of which must have been in a supervisory or administrative capacity, preferably as an Assistant Director of Nurses; poise; tact; good judgment; personality conducive to dealing harmoniously with nurses, patients, staff, and general public; ability to meet emergency situations calmly; make decisions readily; possess the quality of leadership; qualified to take her proper place in community and nursing affairs; minimum age 30.

ASSISTANT DIRECTOR OF NURSES

Definition:

Under the direction of the Director of Nurses, to assist in the supervision and operation of the nursing service.

Duties by Example:

To relieve the Director of Nurses of administrative details; confer with supervising nurses and head nurses on ward problems, patient care, hours and duties of employees; prepare daily report of all employees and of the department; confer with Health Service; arrange relief and change of employees' time schedule; make arrangements for special nurses for patients; confer with employees regarding their work; be responsible for carrying out administrative policies of the hospitals; make inspection of wards and report findings; assist in the superintending of the Nurses' Residence and the supervision of the Central Supply department; prepare reports and make recommendations; assist in supervision of the nursing staff; act for the Director of Nurses as delegated and in the absence of the Director, assume the duties of that position; perform related duties as assigned.

Qualifications:

High school graduation and graduation from an accredited three-year school of nursing in a hospital having a daily average of 50 or more patients; certificate as registered nurse; University nursing degree desirable; extensive experience in nursing work, two years of which must have been in a supervisory capacity; poise; tact; good judgment; personality conducive to dealing harmoniously with nurses, patients, staff, and general public; ability to meet emergency situations calmly, make decisions readily; minimum age 25.

ASSISTANT DIRECTOR OF PURCHASES

Definition:

Under the Purchasing Agent, to assist in the operation and administration of the Purchasing Office.

Duties by Example:

To interview salesmen; investigate sources of supply; prepare specifications; make recommendations on bids; supervise office staff; approve orders and requisitions; make adjustments on purchases; advise department heads concerning purchases; perform related duties as assigned.

Qualifications:

University graduation, with special training in business or engineering desirable; at least three years of experience in responsible purchasing work, one year of which must have been in a supervisory capacity; thorough knowledge of commodity sources, values, and market trends; supervisory ability; tact; integrity; good judgment and personality conducive to harmonious handling of purchasing problems; minimum age 28.

DRAFTSMAN

Definition:

Under direction, to perform free-hand or technical drawing requiring a knowledge of drafting.

Duties by Example:

To draw, revise or trace plans of buildings, maps, machines, equipment and the like; assist in drawing specifications; assist in making drawings; perform related drafting work as assigned.

Qualifications:

High school graduation; university training in drafting desirable; ability to make outline and complete drawings; experience in drafting desirable; accuracy; good physical condition; minimum age 20.

SENIOR ARCHITECTURAL DRAFTSMAN

Definition:

Under supervision, to perform architectural drafting involving a high degree of technical skill and ability.

Duties by Example:

To prepare working drawings on building construction; do scale drawings; investigate building conditions and requirements for alterations, repairs, and the like; prepare preliminary estimates; on occasion, assist in writing specifications; check construction and materials; perform related drafting duties as assigned.

Qualifications:

Special training in architecture; at least six years of experience in architectural drafting work; ability to perform highly technical drafting work; university education in architecture may be substituted year for year for experience up to a maximum of three years; ability to deal harmoniously with others; accuracy; good judgment; thoroughness; good physical condition; minimum age 25.

JUNIOR ARCHITECTURAL DRAFTSMAN

Definition:

Under direction, to perform technical duties involving skill and experience in architectural drafting.

Duties by Example:

To prepare preliminary working drawings from sketches; check shop drawings; take measurements; prepare working drawings for building operations; determine quality of construction materials for conformity to contract requirements; make preliminary estimates; on occasion, assist in design planning and detailing; make scale drawings; perform related duties as assigned.

Qualifications:

Special training in architecture; at least three years of experience in architectural drafting work; university education in architecture may be substituted year for year for experience up to a maximum of two years; ability to perform technical drafting work; accuracy; good judgment; thoroughness; good physical condition; minimum age 23.

SENIOR ENGINEERING DRAFTSMAN

Definition:

To do technical and skilled drafting and engineering drawing work in connection with layout, detailing, and assembly of drawings for use in engineering tests and projects.

Duties by Example:

To prepare working and scale drawings of mechanical, electrical, and structural alterations and equipment, of utilities and of reference maps; to assist in investigating utilities and obtaining data for drafting purposes relative thereto; to assist in obtaining field information for detailing mechanical, electrical, and structural alterations and equipment; to perform related duties as assigned.

Qualifications:

Specialized training in engineering; at least three years of experience in engineering drafting; education in engineering drafting may be substituted year for year for experience up to a maximum of two years; ability to deal harmoniously with others; accuracy; good judgment; thoroughness; good physical condition.

JUNIOR ENGINEERING DRAFTSMAN

Definition:

Under supervision, to perform engineering drafting involving skill and experience.

Duties by Example:

To prepare sketches; make drawings of graphs; prepare diagrams, and detailed working drawings; compile and list such information on limits and tolerances, strength of materials, mechanics, gearing, joints, weights and volumes, as may be required to complete projects assigned; to maintain file containing drawings, negatives, tracings, graphs, etc.

Qualifications:

High school graduation, plus two years college work in engineering, or equivalent experience; formal training in engineering drawings; minimum of two years experience in engineering work, including some work experience in drafting.

DRIVER

Definition:

To operate automobiles, trucks, or buses.

Duties by Example:

To drive automobiles, service trucks or buses; load, haul, and deliver supplies and equipment, livestock, mail, freight and express; maintain and perform minor repair work on vehicles; perform related duties as directed.

Qualifications:

Grade school education or equivalent; State driver's or chauffeur's license as required; ability to pass University driver's examination; thorough knowledge of State laws governing the operation of motor vehicles on State highways; good physical condition; skill in operating motor vehicle; alertness; dependability; minimum age 21.

ELECTRO-ACOUSTICIAN

Definition:

To be responsible for the designing, construction, and maintenance of electro-acoustic units.

Duties by Example:

To design, construct, and develop special electro-acoustic apparatus for testing, treating, and diagnosing the speech and hearing handicapped covering mental and psychological disorders; design and construct laboratory instruments capable of establishing standards of measurement for the calibration and maintenance of precision electro-acoustic equipment; conduct an efficient electro-acoustic laboratory for research; provide line-drawings, blueprints, operational techniques, contractual requirements, and procurement information pertaining to all electro-acoustic installations employed in the work of the speech and hearing clinic coordinate knowledge of electro-acoustic engineering relative to proper construction, treatment, and maintenance of classrooms, auditorium, and special test studios; re-design, modify, and maintain accuracy of electro-acoustic equipment for use in the treatment, determining the condition of and retraining of patients consisting of the following equipment: Electroencephalograph, Electronic Shock-Therapy Device, Electronic White-Noise Generator, Sound-Pressure Level Meter, Voice Pitch Indicator, Auditory Training Amplifiers, Dual-Speed Lateral, Recorders, Magnetic-Tape Recorders, Wire Recorders, Audio-Signal Generators, Dual-Speed Transcription Turntables, Audiometers, Sound Motion Picture Equipment, and Clinical Evaluators for Auditory

ELECTRO-ACQUISTICIAN
(continued)

Duties by Example: (continued)

Testing; advise and consult with others regarding the re-designing and modification of equipment now in use; provide technical advice as to the expenditure of funds; set up and maintain standards of measurements for all electro-acoustic devices as constructed or modified in this laboratory.

Qualifications:

University graduation desirable; thorough training and experience in radio and general electro-acoustic design and engineering, augmented by a knowledge of mechanics, physics, acoustics control, audiology, and current clinical practices in hearing and speech rehabilitation; thorough acquaintance with all types of electro-acoustic instruments and with the catalog of parts.

AIRCRAFT MAINTENANCE ENGINEER

Definition:

Under the Director of the Institute of Aeronautics, to be responsible for the management and operations of the aircraft maintenance shop at the University Airport.

Duties by Example:

Supervision of the aircraft maintenance staff; organize aircraft maintenance and repair; maintain satisfactory stock room; be responsible for records and reports; check time cards and other records; supervise in-service-trainees; recommend appointments to shop staff.

Qualifications:

College graduate or equivalent, Civil Aeronautics Authority Aircraft and Engine ratings, Civil Aeronautics Authority private or commercial pilot rating; extensive responsible and technical experience in aircraft and engine repair; administrative ability; good judgment; accuracy; integrity; ability to deal harmoniously with staff and general public; minimum age 25.

ARCHITECTURAL ENGINEER

Definition:

Under direction, to be responsible for structural design and construction of University buildings and their alteration and repair.

Duties by Example:

To design, prepare drawings and specifications, and assist with supervision of construction for structural phases of University building construction and maintenance, including construction with steel, wood, reinforced concrete, masonry; make site surveys; prepare structural estimates; work with and direct subordinates.

Qualifications:

University graduation in civil, structural, or architectural engineering; three years of experience in structural design and supervision of construction, of which at least two years must have been in responsible charge of design; thorough knowledge of graphical statics, design of buildings, structures; knowledge of the Chicago building code as it applies to structural design; supervisory ability; thoroughness; accuracy; minimum age 26.

ARCHITECTURAL MECHANICAL ENGINEER

Definition:

Under administrative supervision, to be responsible for engineering work requiring training and experience in mechanical engineering.

Duties by Example:

Under direction, to design and prepare drawings and specifications and assist with supervision of construction in connection with mechanical engineering design and construction for new University buildings and alteration and remodeling of present buildings, also to advise on maintenance problems, including plumbing, heating, ventilating, air conditioning, electrical, and elevator work; supervise subordinates; determine methods and materials to be used in building construction in relation to mechanical trades; check equipment and construction for contract requirements; perform related duties as assigned; prepare mechanical estimates.

Qualifications:

University graduation with degree in mechanical engineering; extensive full-time experience in mechanical engineering, at least two years of which must have been in a supervisory capacity; thorough knowledge of building construction, mechanical equipment, workmanship, and materials; thoroughness; ability to organize, assign, and direct work; accuracy; resourcefulness; good judgment; minimum age 30.

CHIEF BUILDING OPERATING ENGINEER

Definition:

Under administrative supervision, to have immediate charge of the operation and maintenance of building mechanical equipment.

Duties by Example:

To supervise building operating engineers and assistant building operating engineers; direct and assist in the work of operating and maintaining air conditioning equipment, and building and kitchen mechanical equipment; make emergency repairs and adjustments, making self available for any special functions regardless of schedule of work week; maintain a record of work done and the costs involved in the operation of utility and mechanical services.

Qualifications:

Grade school education, high school graduation preferred; college training in mechanical or electrical engineering desirable; extensive experience in operating and maintaining air conditioning and building mechanical equipment, three years of which must have been in a supervisory capacity; a thorough knowledge of ventilating, air conditioning, heating, and refrigeration equipment; good physical condition; good personal appearance; ability to perform duties in public places with a minimum of disturbance; good judgment; tact; dependability; minimum age 30.

BUILDING OPERATING ENGINEER

Definition:

Under supervision, to operate and maintain building mechanical equipment.

Duties by Example:

To operate air conditioning equipment; read and check gauges, meters, and thermometers; maintain proper temperatures and humidity throughout building; check steam and water distribution systems; care for and clean all building mechanical equipment; check operation and report necessary repairs to building and kitchen mechanical equipment; perform related duties as requested.

Qualifications:

Grade school education; training in operating mechanical equipment; high mechanical aptitude; three years' experience in the operation and maintenance of building and kitchen mechanical equipment; good physical condition; good personal appearance; ability to perform duties in public places with a minimum of disturbance; good judgment; tact; dependability; minimum age 26.

ASSISTANT BUILDING OPERATING ENGINEER

Definition:

Under direct supervision, to assist in the operation and maintenance of building mechanical equipment.

Duties by Example:

To assist in operating and maintaining air conditioning equipment, and building and kitchen mechanical equipment; help in maintaining proper building temperatures and humidity; read and check gauges, meters, and thermometers; assist in caring for and cleaning all building and kitchen mechanical equipment; perform related duties as requested.

Qualifications:

Grade school education; high mechanical aptitude; some mechanical experience; good physical condition; good personal appearance; ability to perform duties in public places with a minimum of disturbance; good judgment; tact; dependability; minimum age 22.

CIVIL ENGINEER

Definition:

Under administrative supervision, to plan, develop, and supervise building construction and maintenance.

Duties by Example:

To check and verify estimates of proposed work, including maintenance, alterations, replacement, and new construction work; make preliminary construction surveys and investigations for proposed work, office, or field; supervise surveying; supervise estimates of job costs; check job costs and make cost breakdowns; consult and collaborate with the legal department and the business office in formulating deeds to property; check surveys on legal descriptions of properties; make appraisals of property; review the engineering features and legal procedure involved in local municipal improvements affecting the University; perform related duties as assigned.

Qualifications:

University graduation, with a degree in Civil Engineering; extensive full-time experience in civil engineering, at least two years of which must have been in a supervisory capacity; high school graduation; the possession of a Land Surveyor's License from the State of Illinois, and eight years of full-time experience in civil engineering will be accepted in lieu of the above qualifications; thoroughness; accuracy; integrity; good physical condition; minimum age 28.

ELECTRICAL ENGINEER

Definition:

Under administrative supervision, to plan, develop, and supervise electrical installation, maintenance, and repair.

Duties by Example:

To design high voltage power distribution, secondary building distribution systems, signal systems, transformer and switchgear vaults, secondary distribution centers, illumination and lightning protective systems; plan and direct the work of electrical foremen; supervise all electrical construction work; supervise elevator maintenance; supervise maintenance of University telephone signal systems, public address, and projection services; prepare cost estimates of electrical labor and materials; plan work programs; prepare specifications; make recommendations to departments on electrical work; formulate standards of workmanship and materials; give advice on purchase of electrical equipment; perform related duties as assigned.

Qualifications:

University graduation with degree in electrical engineering; extensive full-time experience in electrical design, installation, and maintenance, at least two years of which must have been in a supervisory capacity in design or maintenance work; thorough knowledge of electrical distribution systems, signal systems, and electrical equipment and machinery; ability to formulate high standards of workmanship and materials; thoroughness; ability to organize, assign, and direct work; accuracy; resourcefulness; good judgment; good physical condition; minimum age 30.

INDUSTRIAL ENGINEER, HOUSING CONSTRUCTION ANALYST

Definition:

Under administrative supervision, to conduct investigations pertaining to standards of efficiency in housing construction.

Duties by Example:

To plan and organize methods for conducting the investigations; direct the activities of assistants in the collection of data; organize and compile data into publishable reports demonstrating the results and conclusions of the investigations.

Qualifications:

University graduation, with special training in industrial engineering and in "time-motion" analyses; five years of experience in industrial engineering and in analysis of production methods in manufacturing and construction; knowledge of efficiency engineering; minimum age 30.

INSTRUMENT AND EFFICIENCY ENGINEER

Definition:

Under the Superintendent of Utilities, to be responsible for the most efficient operation of all power plant equipment.

Duties by Example:

To check and calibrate all instruments; supervise the maintenance of all instruments; conduct boiler, turbine, pump, fan, and dust collector efficiency tests; report and recommend needed repairs to bring equipment up to peak efficiency; give special attention to the smoke elimination problem; check temperatures of coal storage piles for hot spots; supervise and check coal sampling and test procedure; perform related duties as assigned.

Qualifications:

High school graduation, with graduation from university in Mechanical Engineering desirable; six years general power plant work in plants of 200 lbs/sq. in. or higher steam pressure, two years of which must have been in test and efficiency work; university credit in mechanical engineering may be substituted year for year for required experience; specialized education in combustion engineering may be substituted year for year for test and efficiency work required; general knowledge of power plant instruments; ability to make combustion and efficiency calculations; good health; minimum age 24.

MECHANICAL ENGINEER

Definition:

Under administrative supervision, to be responsible for engineering work requiring training and experience in mechanical engineering.

Duties by Example:

To design and estimate new construction and mechanical repair work; make inspections; check shop drawings; inspect plumbing, heating, ventilating and air conditioning systems in buildings; prepare specifications for various trades; supervise subordinates; determine methods and materials to be used in building construction in relation to mechanical trades; check equipment and construction for contract requirements; perform related duties as assigned.

Qualifications:

University graduation, with degree in mechanical engineering; extensive full-time experience in mechanical engineering, at least two years of which must have been in a supervisory capacity; thorough knowledge of building construction, mechanical equipment, workmanship, and materials; thoroughness; ability to organize, assign, and direct work; accuracy; resourcefulness; good judgment; minimum age 30.

OPERATIONS ENGINEER

Definition:

Under administrative supervision, to be responsible for preparation of programs and execution of work in grounds maintenance and development, truck and car operation and maintenance, building operation, police and public function activities, and for related work as assigned.

Duties by Example:

To be responsible for periodic inspections on work performance and efficiency of operations; assist in preparation of manuals of operation and maintenance programs; supervise field lay-out and construction on grounds improvement projects; supervise greenhouse and public function preparations; survey and make recommendations for maintenance and improvement of traffic and parking facilities; prepare time study and collect information as required for budget preparation; perform related duties as assigned.

Qualifications:

University graduation, or equivalent, with specialized training in landscape architecture or in engineering; experience in management problems related to the operation and maintenance of buildings and grounds; administrative ability; resourcefulness; tact; integrity; ability to direct personnel in an agreeable manner; good physical condition; minimum age 30.

OPERATIVE CRANE ENGINEER

Definition:

Operate heavy duty tractors; power cranes; air compressors; pumps; other power equipment on construction, and maintenance work.

Duties by Example:

To operate power cranes, derricks, tractors, power graders and other power equipment on construction and maintenance work; load and unload coal, sand, gravel, steel, and other heavy materials with power equipment; maintain equipment; perform minor repairs; perform related duties as directed.

Qualifications:

Grade school graduation or equivalent training and experience; thorough knowledge of crane and tractor operation; completion of full apprenticeship or training period to qualify as Journeyman Operating Engineer; at least four years of experience operating cranes, heavy duty tractors, and related power equipment; alertness; dependability; good physical condition; minimum age 25.

PLANT OPERATING ENGINEER

Definition:

Under direction, to operate and maintain power plant equipment.

Duties by Example:

To fire boilers, start and stop turbines, feed pumps and air compressors; regulate steam flow; read meters; operate condensers; care for and clean engines, pumps, generators, ice machines, and other power plant equipment; clean the engine room equipment; operate switches; check water levels, temperatures and steam pressures; perform related duties as directed.

Qualifications:

Grade school graduation; high school graduation desirable; good physical condition; extensive experience or training in maintenance and operation of power plant equipment or a reasonable combination of both; at least one year of experience in a plant of comparable size; ability to think and act quickly in an emergency; dependability; good judgment; good physical condition; minimum age 22.

ASSISTANT PLANT OPERATING ENGINEER

Definition:

Under direction of a Watch Engineer or Plant Operating Engineer, to assist in the operation and maintenance of Power Plant equipment.

Duties by Example:

To assist in firing boilers; start and stop turbines; feed pumps and air compressors; regulate steam flow; read and record meter readings; operate condensers; care for and clean equipment; operate switches; check water levels, temperatures, and steam pressures; assist in and perform related duties as directed.

Qualifications:

Grade school graduation; high school graduation desirable; good physical condition; mechanical aptitude; ability to think and act quickly in an emergency; dependability; good judgment; minimum age 20.

PLANT OPERATING WATCH ENGINEER
(Galesburg)

Definition:

Under supervision of the Superintendent of Repairs and Utilities, to have immediate charge of the operation and maintenance of the Heating Plant and equipment.

Duties by Example:

To supervise plant operating Engineers, Firemen, Maintenance Mechanics, and other employees as assigned; assist and direct the work of operating, maintaining and repairing Heating Plant equipment; oversee the proper stoking of boilers and boiler water treatment and testing; be responsible for records of Heating Plant operations; perform related duties as assigned.

Qualifications:

High school graduation, college training in mechanical engineering preferred; extensive experience in a Heating Plant of comparable size with at least two years in a supervisory capacity; a thorough knowledge of Heating Plant operation and maintenance; supervisory ability; resourcefulness; dependability; good judgment; good physical condition; ability to deal harmoniously with employees; minimum age 30.

POWER PLANT MECHANICAL ENGINEER

Definition:

Under the Superintendent of Utilities, to have immediate charge of and be responsible for the operation and maintenance of the Power Plant, distribution systems and equipment related thereto; the collection and analysis of statistical data required to design and develop alterations to and expansion of said plant and equipment.

Duties by Example:

To supervise and direct all personnel in the operation and maintenance of the power plant, distribution systems and related equipment as assigned; be responsible for the efficient and reliable operation of the plant, the establishment of standards of operation, preventive maintenance programs and the instruction and training of personnel in order to maintain those standards; make acceptance and performance tests on fuel, materials, and equipment to insure they comply with specifications; collect and analyze statistical data and prepare recommendations for alterations to or expansion of plant and equipment to meet the demands of the University; to work efficiently and harmoniously with the staff and consulting engineers employed by the University in the development of plans and specifications for selection of new equipment and/or alterations to or expansion of present plant; be responsible for collection of statistical data and preparation of power plant operation records; perform related duties as assigned.

POWER PLANT MECHANICAL ENGINEER
(Continued)

Qualifications:

Technical and practical training and experience; college graduate in mechanical or electrical engineering preferred; administrative training, experience, and ability to coordinate and direct the operation of the power plant, distribution systems, and related equipment; thorough knowledge of power plant design, operation, and maintenance; resourcefulness; dependability; loyalty to University policies and objectives; good judgment; good physical condition; ability to work harmoniously with both academic and nonacademic staff of the University; minimum age 25.

CHIEF RADIO ENGINEER

Definition:

Under the Director of the University Radio Station, to be responsible for the technical maintenance, operation, and efficiency of the University Radio Station.

Duties by Example:

To be responsible for the technical maintenance and operation of the radio station; train student operators and engineers; supervise the development, testing, and construction of new equipment; repair of breakdowns; set up remote broadcast units; carry on technical radio research; be responsible for requisitioning supplies and equipment; supervise recording service; perform related duties as assigned.

Qualifications:

University graduation, with a degree in radio or electrical engineering; extensive responsible experience in radio engineering; complete knowledge of Federal and State communication regulations; good physicial condition; patience; high technical aptitude; minimum age 24.

ASSISTANT RADIO ENGINEER

Definition:

Under the Chief Radio Engineer, to operate a radio transmitter, serve as studio control operator, and repair and check radio equipment.

Duties by Example:

To serve as operator of the transmitter; observe operations to assure that equipment is working at maximum efficiency and in accordance with Federal Communications Commission rules and regulations; serve as control operator in the studios; switch programs; check programs; play recordings; monitor all programs on the air; repair and check various pieces of equipment used in the origination and transmission of programs; perform related duties as assigned.

Qualifications:

High school graduation; at least two years of satisfactory academic work in a university or college; Federal Radio Operator's license suitable for operation of Station WILL; at least two years of radio experience; alertness; pleasing personality; tact; good health; minimum age 18.

STRUCTURAL ENGINEER

Definition:

Under administrative supervision, to be responsible for the structural condition of buildings and the inspection of all plant repair and maintenance work.

Duties by Example:

To inspect the structural condition of buildings, and prevent overloading of floors; design and review structural design on new construction repairs, and changes in buildings; inspect all repair and maintenance work; make reports; make structural surveys; confer on development problems; prepare estimates; perform related duties as assigned.

Qualifications:

University graduation in civil, structural, or architectural engineering; five years of experience in structural design and supervision of construction, of which at least two years must have been in responsible charge of design; thorough knowledge of graphical statics, design of buildings, structures; knowledge of the Chicago building code as it applies to structural design; supervisory ability; thoroughness; accuracy; minimum age 30.

SWIMMING POOL OPERATING ENGINEER
(Galesburg)

Definition:

Under direct supervision, to be responsible for the operation of swimming pool, filtration, and water treatment equipment.

Duties by Example:

To operate, maintain, and clean filters, chlorinators, and other related equipment; collect samples of water for bacteriological analysis as directed; adjust chlorinator feed to produce residual chlorine in pool at specified amounts; determine pH and alkalinity of pool water; to maintain predetermined water and air temperatures and water level in pool; assist in repairs to equipment; keep operating records and perform related duties as assigned.

Qualifications:

High school graduation or the equivalent in experience and training; knowledge of mechanical tests required for water treatment; mechanical ability; ability to work cooperatively with others and to follow instructions; good physical condition; minimum age 21.

ESTIMATOR

Definition:

Under supervision, to make routine estimates of maintenance and repair costs.

Duties by Example:

To compute labor, material, equipment, and installation costs; compile lists of materials needed by the Physical Plant Department; compute unit costs; assist in surveying and drafting; estimate cost of repair jobs; perform related duties as assigned.

Qualifications:

University graduation from a recognized college of engineering and four years of experience in a recognized contractor's or engineer's office preparing estimates or supervising work; in lieu of University degree, substitution of experience in responsible charge of construction work may be made year for year up to a maximum of four years; minimum age 26.

ASSISTANT EXAMINER

Definition:

Under the Examiner, to perform responsible duties related to admissions.

Duties by Example:

To conduct correspondence about the University, scholarships, pre-legal requirements, C.P.A. examinations, and admission requirements; evaluate credentials for admission to the University; confer with prospective students and their parents regarding admissions on the campus and in high schools; counsel with students; check admissions to the professional colleges; make evaluations of transfer credits; administer entrance examinations; supervise subordinates; prepare reports; keep some records; perform related duties as assigned.

Qualifications:

University graduation; two years of experience in a university registration office relating to admissions work, or equivalent teaching experience; familiarity with the functions of the Registrar's Office; thorough knowledge of credits evaluation; tact; good judgment; pleasing personality; minimum age 24.

ASSISTANT EXAMINER AND RECORDER

Definition:

Under the Examiner and Recorder, to perform responsible duties related to admissions and scholastic records.

Duties by Example:

To evaluate credentials for admission; confer with prospective students regarding admissions and registration; prepare material for Committee on Admissions and arrange for student conferences; help with student registration; assist in the assessment of fees; supervise scholastic records; determine status of students for degrees; prepare tentative graduation lists; assist in the preparation of reports; handle correspondence; contact faculty on office matters; supervise subordinates; perform related duties as assigned.

Qualifications:

University graduation; two years of experience in college registration and records work; familiarity with the functions of the Examiner and Recorder's Office; thorough knowledge of credits evaluation and systematic record keeping; tact; good judgment; pleasing personality; minimum age 24.

EXECUTIVE SECRETARY, PRESIDENT'S OFFICE

Definition:

Under the President and Assistant to the President, to perform responsible executive and secretarial work connected with the Office of the President.

Duties by Example:

To confer with members of the faculty, students, and the general public; serve on committees designated by the President; supervise office staff; handle correspondence upon request; review appointments to the University staff and assist with the University budget; supervise the keeping of academic and appointment records of the staff; edit publications issued by the President's Office; gather material and prepare reports for the use of the President and other administrative officers; perform related duties as assigned.

Qualifications:

University graduation with specialization in any one of the following fields: social sciences, education, business administration, journalism, or related fields; at least five years of experience in responsible secretarial or executive work, of which at least two years must have been in the specialized field of executive secretarial or editorial work connected with University administration; graduate or professional work may be substituted year for year in lieu of the required experience up to a maximum of three years; thorough knowledge of administrative procedures and business methods, editorial, and secretarial practices; knowledge of University budgets desirable; supervisory ability; integrity; tact; resourcefulness; good judgment; ability to deal harmoniously with faculty, students, and the general public; minimum age 28.

EXTERMINATOR

Definition:

Under direct supervision, to be responsible for extermination of pests and rodents, and for related work involved.

Duties by Example:

To inspect buildings for pests and rodents, such as cockroaches, silver fish, ants, rats, mice, flies, and termites; to exterminate such pests through use of suitable poison bait, contact bait, or traps; to dispose of used poison bait so as to create no hazard; to keep a record of buildings inspected, treatments made, and results obtained.

Qualifications:

High school education, general knowledge of, and experience in, pest control and precautions to be used in the various methods of extermination preferred; ability to follow instructions; good physical condition; tact; good judgment; minimum age 21.

FIELDMAN

Definition:

Under faculty supervision, to be responsible for general field work.

Duties by Example:

To supervise and be responsible for all work on experimental field crops and pasture; supervise the care and maintenance of farm machinery; supervise repair work; supervise assistants; requisition extra help as needed; supervise and perform all related duties pertaining to the farm.

Qualifications:

High school graduation or equivalent; two years of University training desirable; special training in farm management; extensive experience in farm work with farm machinery; at least three years experience as Assistant Fieldman or equivalent; excellent knowledge of farming; supervisory and administrative ability; resourcefulness; good judgment; good physical condition; minimum age 25.

ASSISTANT FIELDMAN

Definition:

Under supervision, to give skilled assistance in general field work.

Duties by Example:

To assist in routine work involving the planting, cultivation, and harvesting of field or vegetable crops, pastures, and/or fruits; assist in the care and maintenance of farm machinery; perform related duties as assigned.

Qualifications:

High school graduation or equivalent; three years of experience in general farm work; good knowledge of farming; good physical condition; minimum age 21.

FIRE CAPTAIN

Definition:

Under the Assistant Chief, to perform responsible supervisory duties relating to the efficient operation of the fire department.

Duties by Example:

To direct the work of a platoon; assist in formulating house rules, training, and inspection programs; recommend needed supplies and equipment; supervise inspection work; while on duty to be responsible for maintenance of fire station and equipment; perform related duties as assigned.

Qualifications:

Grade school education; high school education desirable; two years of experience as a fireman; excellent physical condition; ability to handle fire fighting equipment; courage; initiative; tact; ability to maintain command of emergency situations; ability to handle men; minimum age 23.

FIRE CHIEF

Definition:

Under supervision, to be responsible for the operation, direction, and maintenance of the University fire department and to be responsible for fire prevention.

Duties by Example:

To supervise and assist in the operation and maintenance of the fire station; care for and operate fire fighting equipment; direct the operation of the fire department; cooperate with city fire departments in emergencies; supervise testing and investigation of fire alarm boxes and cables; inspect all University buildings for the detection of fire hazards and make recommendations for improvements; plan and direct regular drills and instruction of the fire department; be thoroughly acquainted with rules and regulations recommended by the National Board of Fire Underwriters; supervise emergency pumping operations; instruct and assign men to attend public gatherings where representation of the fire department is advisable; perform related duties as assigned.

Qualifications:

Grade school education, high school graduation preferred; at least three years of experience as a fireman with at least one year in a supervisory capacity; excellent physical condition; ability to handle fire fighting equipment; courage; initiative; tact; ability to maintain command of emergency situations; ability to handle men; minimum age 25.

ASSISTANT FIRE CHIEF

Definition:

Under the Fire Chief, to be responsible for the immediate supervision of the fire department.

Duties by Example:

To formulate house rules, training, and inspection programs; in the absence of the Fire Chief to direct department during fires; direct a platoon; give instructions to subordinates; recommend purchase of equipment and supplies; handle disciplinary matters; be responsible for equipment maintenance; in the absence of the Fire Chief, to perform the duties of that office.

Qualifications:

Grade school education, high school graduation preferred; at least three years of experience as a fireman with at least one year in a supervisory capacity; excellent physical condition; ability to handle fire fighting equipment; courage; initiative; tact; ability to maintain command of emergency situations; ability to handle men; minimum age 24.

FIRE FIRST LIEUTENANT

Definition:

Under the senior Platoon Officer of the Fire Department, to perform responsible supervisory duties relating to the efficient operation of the Fire Department.

Duties by Example:

To assist senior Platoon Officer in the direction of the work of the platoon and to take charge of the platoon in the absence of the senior Platoon Officer; assume command of the Fire Department at a fire or other emergency in the absence of the Fire Captain and superior officers; perform related duties as assigned.

Qualifications:

Grammar school education; high school education desirable; two years of experience as a fireman; excellent physical condition; ability to handle fire fighting equipment; courage; initiative; tact; ability to maintain command of emergency situations; ability to handle men; minimum age 23.

FIRE SECOND LIEUTENANT

Definition:

Under the senior Platoon Officer of the Fire Department, to perform responsible supervisory duties relating to the efficient operation of the Fire Department.

Duties by Example:

To assist senior Platoon Officer in the direction of the work of the platoon and to take charge of the platoon in the absence of the senior Platoon officer; assume command of the Fire Department in the absence of the Fire First Lieutenant and superior officers; perform related duties as assigned.

Qualifications:

Grammar school education; high school education desirable; two years of experience as a fireman; excellent physical condition; ability to handle fire fighting equipment; courage initiative; tact; ability to maintain command of emergency situations; ability to handle men; minimum age 23.

BOILER ROOM FIREMAN

Definition:

Under the Chief Plant Operating Engineer, to be responsible for firing of heating and power boilers.

Duties by Example:

To fire boilers; operate coal handling equipment in the boiler room; operate combustion control equipment; record steam and electric meter readings; assist in the operation of boiler room auxiliaries such as coal scales, soot blowers, boiler feed water pumps, special valves, pumps, and the like; perform related duties as assigned.

Qualifications:

Grade school education; high school graduation desirable; good physical condition; at least one year of experience in a plant of comparable size as laborer; ability to think and act quickly in an emergency; dependability; good physical condition; minimum age 20.

INCINERATOR FIREMAN
(Galesburg)

Definition:

Under direct supervision, to operate the University incinerator.

Duties by Example:

To assist in the unloading of garbage trucks, separate burnable from unburnable and salvage material, clean flues and ash pits, assist in making minor repairs to incinerator plant; clean refuse cans; perform related duties as assigned.

Qualifications:

Grade school education; good physical condition; dependable; willingness to work and to perform duties as directed; minimum age 21.

MAID FORELADY
(Galesburg)

Definition:

Under direction, to supervise a group of Custodial employees and perform domestic duties.

Duties by Example:

To assign specific domestic duties; inspect work, check supplies and materials; clean and dust furnishings, rooms, hallways and lavatories; make beds; mop floors; clean windows; lock and unlock buildings and rooms; collect linens; supervise preparation for special events; perform related domestic duties as directed.

Qualifications:

Grammar school graduation, with some high school education preferred; at least three years of janitorial experience; good physical condition; dependability; tact; integrity; ability to handle women and to instruct them as directed; minimum age 23.

ELEVATOR OPERATIONS FOREMAN

Definition

Under general supervision, to instruct and supervise elevator operators in their duties.

Duties by Example:

To assist in the selection of elevator operators; instruct new operators in their duties; provide maintenance and supervision of the schedule of working hours for the operators; check the performance of operators on the job to maintain high standards of service.

Qualifications:

Good physical condition; knowledge of elevator operation; knowledge of public safety laws; general ability to get along with people and to supervise the work of others.

SUPERVISING FARM FOREMAN

Definition:

Under departmental supervision, to supervise the care and management of farm, garden, greenhouse, livestock, and/or poultry enterprises.

Duties by Example:

To supervise planting, cultivating, and harvesting field and garden crops; keep experimental records; assign men to specific jobs; supervise all related duties pertaining to the care and management of farm, garden, greenhouse, livestock, and/or poultry.

Qualifications:

High school graduation or equivalent; two years of University training desirable; extensive training in and excellent knowledge of general and experimental farming; supervisory and administrative ability; resourcefulness; good judgment; good physical condition; minimum age 25.

FARM FOREMAN

Definition:

Under faculty supervision, to be responsible for general farm work.

Duties by Example:

To supervise and be responsible for all work on field or vegetable crops, pastures, or fruits; supervise the care and maintenance of farm machinery; supervise repair work; supervise assistants; requisition extra help as needed; supervise and perform all related duties pertaining to the farm.

Qualifications:

High school graduation or equivalent; two years of University training desirable; special training in farm management; extensive experience in farm work and with farm machinery; at least three years of experience as assistant farmer or equivalent; excellent knowledge of farming; supervisory and administrative ability; resourcefulness; good judgment; good physical condition; minimum age 25.

JANITOR FOREMAN

Definition:

Under direction, to supervise a group of custodial employees and perform janitorial work.

Duties by Example:

To assign specific janitorial duties; inspect work, check supplies and materials; clean, wax, and polish floors; do minor repair work; instruct employees on building maintenance and use of equipment; supervise preparation for special events; perform related custodial duties as directed.

Qualifications:

Grade school graduation with some high school education preferred; at least three years of janitorial experience; good physical condition; dependability; tact; integrity; ability to handle men and to instruct them as directed; minimum age 23.

PARK FOREMAN

Definition:

Under direction, to supervise and be immediately responsible for all work related to the maintenance and operation of park grounds.

Duties by Example:

To check time and materials, supervise and instruct workmen in all phases of lawn, shrub, tree, and road maintenance; supervise operations related to snow removal, drainage, road repairs, and timber management; supervise all duties related to the maintenance and operation of park grounds.

Qualifications:

High school graduation or equivalent; good physical condition; dependability; good judgment; ability to meet the public in a satisfactory manner; minimum of five years of experience in park or institutional grounds maintenance.

Definition:

Under direction, to supervise and be immediately responsible for the work of skilled trades and maintenance, and labor employees on University buildings and grounds.

Duties by Example:

Automotive Foreman

To direct the work of all drivers for the Physical Plant department; check time cards; supervise the hauling of coal to and from storage and the removal of cinders from the power plant; direct operators of cranes, road graders, snow plows, and the like; supervise the unloading of carload equipment and supplies; do related work as assigned.

Bookbindery Foreman

To supervise and manage the work of bookbinders; train and instruct apprentices; cut stock and trim books; check time and materials; maintain machinery; plan work of department; supervise its execution and assume responsibility for timely delivery.

Bricklayer Foreman

To direct the work of bricklayers and laborers; check time cards and materials; check safety devices for men working on scaffolds; calculate cost for labor and materials; check repair work; do bricklaying and machinery work as required.

Carpenter Foreman

To assign and direct the work in the wood shop or on general maintenance work; check jobs for materials needed; act as custodian of tools, equipment, and material used on the job; check time cards and materials; supervise flooring installation; direct floor sanding; perform related duties as assigned.

Composing Room Foreman

To supervise and manage the work of compositors, linotype operators, and monotype operators; assist with the layout and design of type forms; make imposition layouts; arrange the imposition of job and book forms for press room; train and instruct apprentices.

Electrician Foreman

To check time and materials of electricians and laborers; supervise replacement of light bulbs and broken glassware; maintenance of secondary switches and fuses; maintenance of campus lights and cables; supervise the work on blown fuses and short circuits; check voltage and loads on main and branch circuits; perform related labor.

Garage Foreman

To check time and materials; supervise repair of all automobiles, tractors, power mowers, and the like; make estimates on repair of wrecked cars; maintain supply of automotive parts; supervise the test lane for all University trucks and county school busses; supervise paint and body work; instruct mechanics; perform related automotive duties.

Grounds Foreman

To check time and materials; supervise and instruct men in road grading, sprinkling, road repair, street cleaning, snow removal, and drainage; maintain and repair sidewalks; supervise the care and maintenance of lawns; supervise weed eradication; supervise maintenance of shrubs and hedges, tree removal, planting, and spraying; supervise greenhouse and forestry duties related to the maintenance of University grounds.

Machinist Foreman

To check time and materials; supervise the maintenance of such equipment as electrical motors, vacuum, steam, and sump pumps, air compression boilers, liquid air machines, automotive vehicles, tractors, and all tools used by the various trade crafts; supervise locksmiths; make dies, molds, jigs, and fixtures; perform machine shop work.

Painter Foreman

To check time and materials; supervise interior decoration and refinishing, exterior painting, and protective finishes; estimate painting jobs; supervise all work requiring the skills of a member of the painting trade; inspect work after completion.

Plumber Foreman

To check time and materials; supervise plumbing and steam fitting jobs; estimate plumbing and steam fitting jobs; supervise all work requiring the skills of a member of the plumbing trade; inspect work after completion.

Press Room Foreman

To supervise and manage the work of the press room; maintain printing presses and other press room equipment; train and instruct apprentices; check time and materials; plan work of department and check its quantity and quality.

Sheet Metal Foreman

To check tools, time, and materials; supervise the repair and maintenance of roofs and the repairing of gutters, eaves, and down-spouts; supervise the construction and installation of all ventilating ducts; repair and rebuild skylights; supervise repair and installation of hot air furnace boiler breeching; perform related work requiring experience and skill in sheet metal and roofing work.

Water Station Foreman

To check time and materials; supervise the immediate operation of the University water filtration plant; supervise the maintenance of wells, pumps, and related equipment; make determinations of chlorine, iron, and alkalinity content; measure and record ground water levels; inspect valves and leaks, meters, and repair work; be responsible for the operation and maintenance of swimming pools; supervise rodent and insect extermination; perform related duties as assigned.

Qualifications:

Grade school graduation; high school graduation preferred; extensive experience in designated trade or craft; ability to handle men; good physical condition; good judgment; minimum age 28.

STEAM DISTRIBUTION FOREMAN

Definition:

Under administrative supervision, to direct the operation of heating, ventilating, and air conditioning equipment and the maintenance of steam distribution piping, vacuum pumps, and tunnels.

Duties by Example:

To direct the work of steam distribution personnel in such operations as follows: opening and closing of steam valves to buildings; starting and stopping of building ventilating fans; checking buildings to see that satisfactory temperatures are being maintained; inspection of radiator traps; maintenance of tunnel piping, steam traps, condensation meters, expansion joints, pressure reducing valves, etc.

Qualifications:

Grade school education; graduation from high school preferred; experience and training to qualify as a steamfitter; thorough knowledge of building heating, ventilating, and air conditioning equipment; supervisory ability; resourcefulness; initiative; personality conducive to harmonious dealings with employees and academic staff; good physical condition; minimum age 25.

SUB-FOREMAN

Definition:

Under general direction of the Foreman, to exercise immediate supervision over a group of laborers or skilled tradesmen.

Duties by Example:

To check and file time slips and clock cards; supervise and direct workmen; be responsible for records and reports; supervise the moving of equipment and furniture; act as a Foreman; be responsible for work performed; perform related duties as directed.

Qualifications:

Grade school education; at least three years of experience in custodial work; ability to direct workers; initiative; dependability; tact; good physical condition; minimum age 25.

AGRICULTURAL GARDENER
(also Grounds Gardener)

Definition:

Under faculty supervision, to be responsible for gardening work.

Duties by Example:

To supervise and be responsible for the planting, cultivation and care of vegetables, fruits, flowers, lawns, shrubs, and/or trees; supervise the upkeep of gardens, flower beds, lawns, and greenhouses; assist in the selection of flowers, fruits, and/or vegetables for class, demonstration, and experimental purposes; supervise assistants; requisition extra help as needed; supervise and perform all related duties pertaining to the garden.

Qualifications:

High school graduation or equivalent; two years of University training desirable; special training in Horticulture; extensive experience in garden management; at least three years of experience as Assistant Gardener or equivalent; excellent knowledge of gardening; supervisory and administrative ability; resourcefulness; good judgment; good physical condition; minimum age 25.

ASSISTANT AGRICULTURAL GARDENER
(also Assistant Grounds Gardener)

Definition:

Under direct supervision, to perform gardening work.

Duties by Example:

To assist in routine work involving seeding, cropping, propagation, watering, spraying, and cultivation of vegetables, field crops, grasses, flowers, shrubs, and/or trees; assist in the physical upkeep of greenhouses and experimental plots; perform related duties as assigned.

Qualifications:

High school graduation or equivalent; three years of experience in gardening; good knowledge of the care of gardens; good physical condition; minimum age 21.

SENIOR GLASS BLOWER

Definition:

Under direction, to supervise and perform work requiring special skills and experience in glass blowing and vacuum-tube techniques.

Duties by Example:

To do soft and hard glass blowing, including work in quartz; use glass blowing lathe; shape, seal, cut, grind, and finish glassware; make any variety of large metal-to-glass seals; perform vacuum bake-out and annealing processes; design and construct experimental glass apparatus; clean and purify used mercury; supervise work of glass blowers; instruct graduate students in the technique of glass blowing; perform related duties as assigned.

Qualifications:

High school graduation; special training and extensive experience in glass blowing work, including experience and training in the development of vacuum tubes; supervisory ability; ability to work with graduate students; minimum age 25.

GLASS BLOWER

Definition:

Under direction, to perform work requiring skill and experience in glass blowing.

Duties by Example:

To do soft and hard glass blowing; design and construct experimental glass apparatus; mend equipment; shape, seal, cut, grind, and finish glassware; clean and purify used mercury; construct glass apparatus for instructional laboratories; perform demonstrations; perform vacuum bake-out and annealing processes; perform other skilled techniques as assigned.

Qualifications:

High school graduation; special training and extensive experience in glass blowing work; expert manual dexterity; mechanical ability; dependability; minimum age 25.

GROUNDSMAN

Definition:

Under supervision of Grounds Foreman to perform any or all physical labors attendant to grounds maintenance or construction assignments.

Duties by Example:

To perform work incidental to lawn and planting construction and maintenance; secondary road and parking area repair; cultivation and care of shrubs, trees, and flowers; tree transplanting and removals, snow shovelling; street and catch basin cleaning; perform related duties as assigned.

Qualifications:

Grade school graduation or equivalent; general health, stamina, and physique above average and adequate for outside work under any weather condition; minimum age 18.

HANGER

Definition:

Under supervision of a Foreman, to perform work requiring skills in window shade and venetian blind hanging, cleaning, manufacture, and repair.

Duties by Example:

Window shade cloth and roller cuttings; sewing, assembling, and hanging shades; cleaning, reversing, repairing, and assembling of window shades and venetian blinds; making and installation of window shades and venetian blinds.

Qualifications:

Grammar school education; vocational training desirable; four years experience in the trade; proficiency in the use of tools and equipment; good physical condition; minimum age 21.

HERDSMAN

Definition:

Under faculty supervision, to be responsible for the care and management of livestock.

Duties by Example:

To supervise and be responsible for the care and feeding of livestock; assist in the selection of livestock for class, demonstration, and experimental purposes; assist in the purchase and sale of livestock; judge livestock; supervise assistants; requisition extra help as needed; supervise and perform all related duties pertaining to the care of livestock.

Qualifications:

High school graduation or equivalent; two years of University training desirable; special training in animal husbandry; extensive experience in livestock management; at least three years of experience as Assistant Herdsman or equivalent; excellent knowledge of livestock; supervisory and administrative ability; resourcefulness; good judgment; good physical condition; minimum age 25.

ASSISTANT HERDSMAN

Definition:

Under supervision, to give skilled assistance in the feeding and general care of livestock.

Duties by Example:

To assist in the care and feeding of livestock; assist in the preparation of livestock for class, demonstration, and experimental purposes; perform related duties as assigned.

Qualifications:

High school graduation or equivalent; three years of experience with livestock; good knowledge of the care of livestock; good physical condition; minimum age 21.

HOUSEKEEPER

Definition:

Under supervision, to be responsible for housekeeping duties required in the Child Development Laboratory.

Duties by Example:

To sweep porches, steps, and cement; clean children's toilets, dust and wax furniture and woodwork; empty wastebaskets; clean blackboards and all other equipment; set up lunch trays; wash and iron; mend linens; keep kitchen and laundry cupboards in order; check on janitor supplies and order as needed; perform general mid-semester and semester housecleaning.

Qualifications:

Female; high school graduate; experience in home-making, and some institutional housekeeping experience desirable; must be free of any communicable disease.

INSTRUMENT MAKER

Definition:

Under general direction, to do precision work requiring a high degree of mechanical skill in the development of scientific equipment.

Duties by Example:

To develop, design, and build experimental equipment requiring the use of precision instruments; perform skilled mechanical work of fine tolerances; repair, adjust, and regulate scientific instruments; calibrate instruments to coincide with standards; construct instruments from blueprints and written specifications; skillfully use all machinists' hand tools, including those of micro-measurement; perform lathe work with precision tolerances; shape metal parts to precision dimensions.

Qualifications:

High school graduation, additional technical training desirable; extensive experience in specialized use of machine and instrument tools requiring precision dimensions; at least five years of experience in the design and construction of precision instruments; complete knowledge of shop mathematics, all machinists' tools, calipers, micrometers, and gauges; special skills as required; minimum age 25.

INTAKE INTERVIEWER

Definition:

Under immediate supervision, to interview patients to determine eligibility for clinic care and perform related work as required.

Duties:

To take personal and social history of patients; ascertain and verify, if necessary, eligibility for clinic care; maintain records; make reports pertaining to interviews.

Qualifications:

College or University graduate, with work in social service; one year of experiencein a hospital or social agency; proficiency in techniques of interviewing, securing the confidence of the patient, and in obtaining as accurate information as possible from patients.

JANITOR - JANITRESS

Definition:

Under supervision, to perform custodial work required in the routine upkeep of buildings.

Duties by Example:

To perform custodial duties such as sweeping, mopping, waxing, and polishing of floors; clean and dust furniture and exhibition cases; shovel snow; collect and bale waste paper; clean Venetian blinds; lock and unlock buildings and offices; care for lavatories; wash windows; collect linens; perform related duties as directed.

Qualifications:

Grade school graduation; good physical condition; ability to perform good custodial work as directed; experience in janitorial work preferred; dependability, integrity, and willingness to perform duties as directed; minimum age 21.

SENIOR KITCHEN HELPER

Definition:

Under direction, to exercise supervision over a group of Kitchen Helpers.

Duties by Example:

To supervise work of a group of Kitchen Helpers; arrange and organize their work; perform related kitchen duties as directed.

Qualifications:

Grade school graduation; ability to pass food handler's examination; cleanliness; good physical condition; willingness to work as directed; minimum age 18.

KITCHEN HELPER

Definition:

Under supervision to perform routine duties in the preparation of foods.

Duties by Example:

To assist in the preparation of meats, fish, fruits, vegetables and other food for serving; wash dishes; clean tables, pans and dishes; serve food; care for kitchen equipment; do bus service; perform related duties in the preparation and serving of foods as directed.

Qualifications:

Grade school graduation; ability to pass food handler's examination; cleanliness; good physical condition; willingness to work as directed; minimum age 18.

LABORER

Definition:

Under supervision, to perform physical labor on construction and maintenance work, with sufficient skill and experience to assist mechanics in the skilled trades.

Duties by Example:

To perform unskilled labor in building construction, in shops in buildings; move heavy equipment; mix, place, and puddle concrete; mix mortar; erect scaffold; rig staging; perform related labor.

Qualifications:

Grade school graduation, or equivalent; able to do outdoor work under adverse weather conditions; working knowledge of tools and equipment of skilled trades; sufficient mechanical aptitude to assist mechanics in the execution of their work; dependability; willingness to work as directed; minimum age 21.

FARM LABORER

Definition:

Under direct supervision, to perform routine farm duties.

Duties by Example:

To feed and care for farm animals; milk; operate farm machinery; plant, cultivate, and harvest crops; perform related manual labor usually required on a farm.

Qualifications:

Grade school education; good general knowledge of farm work; one year of experience on a farm; good physical condition; minimum age 18.

KITCHEN LABORER

Definition:

Under supervision, to perform routine heavy labor duties about the kitchen.

Duties by Example:

To wash pots and pans; wash dishes; clean tables, pans and dishes; care for kitchen equipment; dispose of garbage, care for garbage containers; perform related duties as assigned.

Qualifications:

Grade school graduation; male; ability to pass food handler's examination; cleanliness; willingness to work as directed; minimum age 16.

PARK LABORER

Definition:

Under supervision of Park Foreman, to perform any or all physical labors attendant to park grounds maintenance and operation.

Duties by Example:

To perform work incidental to maintenance of lawns and gardens, care of shrubs, trees, and flowers; tree maintenance, including transplanting and removals; road and parking area repairs; snow removal; care of statuary, sculpture, and garden ornaments; collection and removal of paper and debris; maintenance of sanitary facilities; perform related duties as assigned.

Qualifications:

Grade school graduation, or equivalent; general health, stamina, and physique above average and adequate for outside work under any weather condition; at least three years general outside labor experience, with at least one year in some phase of work allied to grounds maintenance in park or institutional developments.

LAUNDRESS

Definition:

Under supervision, to perform all work required to shake cut, feed, and fold all flat work, and hand iron all wrinkles from finished work, and fold.

Duties by Example:

To shake out all flat work, set on poles ready for ironing by mangle; separate rough-dry for tumbling, feeding flat work into ironer; fold all flat-work as it comes from mangle that is ready for service and separate large and small articles ready for delivery baskets; perform other work incidental to finishing flat work; hand iron all wrinkles from articles to be finished and folded ready for use.

Qualifications:

Grade school education; good health; dependability; integrity; willingness to perform duties as directed; minimum age 18.

MEDICAL RECORD LIBRARIAN

Definition:

Under administrative supervision, to have charge of the medical records department and to perform related work as required.

Duties by Example:

Supervise the medical record department, making reports concerning admissions, births, transfers, discharges, or deaths of patients, briefing and transcribing case histories and records; supervise cross indexing and coding of diagnoses, both primary and secondary, of all medical records and histories of hospital patients according to a standard nomenclature; check all histories to ascertain whether they are complete; check histories in and out and keep a record of them; perform related duties as assigned.

Qualifications:

Graduation from an accredited school of medical record librarians; registration as a Medical Record Librarian; two years of experience in the medical record department of an accredited hospital; accuracy; minimum age 25.

ASSISTANT MEDICAL RECORD LIBRARIAN

Definition:

Under general supervision, to assist in the maintenance of medical records.

Duties by Example:

To check daily reports and charts; check case records; brief and transcribe histories, physicals, and operative procedures; cross-index and file disease records; make reports concerning admissions, births, transfers, discharges, or death of patients; supervise clerks; prepare reports; perform related duties as assigned.

Qualifications:

Graduation from an accredited school of medical record librarians; registration as a Medical Record Librarian; one year experience in the medical record department of an accredited hospital; ability to get along with others; demonstrated clerical ability; good judgment; minimum age 20.

MAID

Definition:

Under direct supervision, to perform routine domestic duties.

Duties by Example:

To clean and dust furnishings, rooms, hallways, and lavatories; make beds; mop floors; clean windows; perform routine domestic and custodial duties as directed.

Qualifications:

Grade school graduation; good health; good physical condition; dependability; willingness to work; minimum age 18.

MAINTENANCE HELPER
(Galesburg)

Definition:

Under direction to perform semi-skilled work in a trade or of a mechanical nature.

Duties by Example:

To assist in the performance of skilled work in a trade or of a mechanical nature.

Qualifications:

Grammar school education; vocational training desirable; proficiency in the use of tools and equipment; good physical condition; minimum age 18.

LAUNDRY MAINTENANCE MAN
(Galesburg)

Definition:

Under supervision, to perform general mechanical work in the laundry.

Duties by Example:

To repair and maintain laundry equipment; assist in caring for and cleaning all laundry mechanical equipment; perform related labor.

Qualifications:

Grammar school education, technical school training desirable; mechanical ability; good physical condition; experience in general mechanical trades as required; minimum age 18.

BOOKSTORE MANAGER

Definition:

Under administrative direction, to be responsible for the successful operation of a bookstore.

Duties by Example:

To employ and supervise sales and clerical staff; be responsible for the purchase and sale of new and used books, supplies, and equipment; handle correspondence; be responsible for the receipt and transfer to the proper University office of all cash receipts; handle credits and dividend accounts; direct advertising; interview salesmen; price merchandise; supervise inventories; perform related duties as assigned.

Qualifications:

High school graduation with university graduation desirable; five years of experience in a university or college bookstore, at least two of which were in a supervisory capacity; managerial and administrative ability; tact; good judgment; integrity; pleasing personality; minimum age 25.

ASSISTANT BOOKSTORE MANAGER

Definition:

Under the Bookstore Manager, to assist in directing the operations of the bookstore.

Duties by Example:

To assist the Manager in the general operations of the store and to be directly responsible for those phases of the operations delegated by the Manager; be responsible for the operation of the store in the absence of the Manager.

Qualifications:

High school graduate, with three years of experience in a university or college bookstore; managerial ability, tact, good judgment, pleasing personality.

BOWLING ALLEY MANAGER

Definition:

Under administrative supervision, to be responsible for the maintenance and operation of bowling alleys and related services.

Duties by Example:

To supervise the operations and maintenance of the bowling alleys; be responsible for cash receipts, income, and sales; supervise assistants; order supplies and equipment; organize bowling leagues, keep records, supervise billiard room; perform related duties as assigned.

Qualifications:

High school graduation; experience in bowling alley management; knowledge of bowling; managerial ability; tact; pleasing personality; good physical condition; minimum age 24.

FOOD PRODUCTION MANAGER

Definition:

Under supervision, to be responsible for the functional operation of a food service department.

Duties by Example:

To plan and organize the work of cooks, assistant cooks, kitchen helpers, and waiters; supervise food preparation; check and order supplies; assist in planning the menus; keep records; make reports; perform related duties involved in the efficient operation of the food service unit as assigned.

Qualifications:

University graduation; major in home economics, or equivalent training in institutional management; supervisory ability; good health and physical condition; ability to pass food handler's examination; at least three years of experience in food service management; tact; good judgment; minimum age 25.

ASSISTANT FOOD PRODUCTION MANAGER

Definition:

Under supervision, to be responsible for the production and service of food.

Duties by Example:

To assist in supervising the preparation and service of food; assist in planning of menus; schedule personnel; check, order, and requisition foodstuffs and supplies; keep records of food costs; plan and supervise the general housekeeping and sanitation of the kitchens, dining rooms, and all adjacent areas; at all times be able to substitute for the Food Production Manager or Food Service Manager.

Qualifications:

High school graduation; at least two years of college training in home economics and several years of experience in kitchen supervision; or, graduation from an accredited college with a major in home economics and one year of experience in kitchen supervision; supervisory ability; good judgment; good health and physical condition; ability to pass food handler's examination; minimum age 25.

FOOD SERVICE MANAGER (RESIDENCE HALLS)

Definition:

Under administrative supervision, to be responsible for the efficient operation of the Residence Halls food services.

Duties by Example:

To superintend the work of food production managers, dining room supervisors, dietitians, cooks, waiters, and other food service employees; estimate in advance the needs for materials, supplies, and methods; plan menus for the various units to coordinate the whole program based on supplies, costs, personnel, and equipment; manage the physical upkeep; supervise expenditures within the units to keep them within budgeted allowances; perform related executive duties involved in the management of a large food service unit.

Qualifications:

College graduation, or equivalent training in home economics or foods specialization; extensive experience in a large cafeteria or food service organization; thorough knowledge of cafeteria and dining room management; familiarity with health and safety principles; executive ability; minimum age 28.

FOOD SERVICE MANAGER

Definition:

Under administrative supervision, to be responsible for the efficient operation of a complex system of food services.

Duties by Example:

To superintend the work of dining room supervisors, dietitians, cooks, waiters, and other employees; to estimate in advance the needs for materials, supplies, and methods; plan banquets; be responsible for planning of menus; manage the physical upkeep; supervise expenditures and collections; perform related administrative duties involved in the management of a large food service unit.

Qualifications:

College graduation, or equivalent training in home economics or foods specialization; extensive experience in management of a large cafeteria or food service organization; thorough knowledge of cafeteria and dining room management; familiarity with health and safety principles; executive ability; minimum age 28.

ASSISTANT FOOD SERVICE MANAGER

Definition:

Under direction of the Food Service Manager, to assist in the supervision of food preparation and serving, cleaning, and dishwashing.

Duties by Example:

To make working schedules for all employees; allocate all jobs and check on their performance; check menus and arrange serving stations; supervise all dishroom operations; arrange for supplies of clean trays, silver, etc.; arrange for bringing of food supplies from kitchen; be able to substitute for Manager in her absence.

Qualifications:

High school education, home economics degree desirable; at least five years of experience in a supervisory capacity; good physical condition; pleasing personality and appearance; knowledge of foods and prices; ability to meet the public and get along with employees; minimum age 28.

HOUSE MANAGER

Definition:

Under the Director of Residence Halls, to be responsible for the managerment of a hall.

Duties by Example:

To supervise custodial staff; organize work schedules; plan menus; assist in the purchase of food and supplies; assist in the preparation of budgets; be responsible for records and reports; check payrolls and time cards; supervise the planning, preparation, and serving of meals; be responsible for the general care and upkeep of the building and equipment; perform related duties as assigned.

Qualifications:

University graduation or its equivalent; training in institutional management; at least two years of experience in planning menus; administrative ability; tact; pleasing personality; minimum age 28.

ASSISTANT HOUSE MANAGER

Definition:

Under the House Manager, to assist in the management of a residence hall.

Duties by Example:

To organize work schedules; supervise subordinates; be responsible for receipt and issuance of supplies; assist in planning of menus; plan special functions; serve as chaperon at social functions; perform related supervisory duties as assigned.

Qualifications:

University graduation or its equivalent; training in institutional management; supervisory ability; pleasing personality; poise; good judgment; minimum age 21.

LABORATORY MANAGER

Definition:

To be responsible for carrying out administrative and business details of a large research laboratory or project according to plans and policies established by laboratory staff.

Duties by Example:

To be responsible for securing and supervising nonacademic personnel, including organizing of groups of temporary specialized labor; assist in procurement of specialized equipment or material requiring technical knowledge and judgment; conduct contract negotiations; supervise operation of stockroom of general scientific research supplies and equipment, including maintenance of records and inventory; prepare and edit semi-technical written matter relating to research and development on project; assist in preparation of patents.

Qualifications:

University graduation, preferably in scientific or engineering curriculum; at least five years of experience in research or development laboratory duties similar to those outlined above; minimum age 25.

LAUNDRY MANAGER

Definition:

Under administrative direction, to be responsible for the operation of a laundry.

Duties by Example:

To assign work and instruct laundry workers; inspect the operation of laundry machinery and arrange for necessary adjustments and repairs; keep records of supplies and employees' time; prepare solutions; direct the cleaning of the laundry; assist when necessary in the operation of equipment; keep cost records; make reports and recommendations.

Qualifications:

Grade school education; five years of experience in the operation of steam laundry, two years of which shall have been in a supervisory capacity; supervisory ability; knowledge of various textiles; knowledge of wash room supplies and their uses; good physical condition; minimum age 25.

OFFICE MANAGER
(Division of Services for Crippled Children)

Definition:

Under the direction of the Comptroller of the University and the Director of Division of Services for Crippled Children, to assist in the administration and operation of the business functions of the Division and to perform responsible accounting, auditing and budgeting work, including supervision of all physical equipment, purchases for the division and related work.

Duties by Example:

To prepare budgets and financial statements relative to the division; supervise all accounting reports and reconciliations; verify the accuracy of transcriptions and compilations; check and approve all vouchers; requisition supplies and equipment; handle routine correspondence; prepare special reports and records as requested; check and approve all bills; audit all hospital bills submitted; fill orders requisitioned by district offices; prepare leases for central and district offices; check and approve all payroll vouchers; keep records of vacations, sick leaves; maintain free balance records on vacant or partially used positions; approve requisitions for repairs of automobiles and maintain log of mileage.

Qualifications:

High school graduation; college graduation desirable; completion of an approved accounting course in an accredited business school; advanced courses in business management, economics and statistics desirable; advanced courses in commercial

OFFICE MANAGER
(Division of Services for Crippled Children)
(Continued)

Qualifications (Continued)

law and supervision; five years experience in a university or in a large-scale business or institutional office, two of which must have been in a supervisory capacity, with a thorough knowledge of University business and purchasing procedures; supervisory and administrative ability; personality conducive to harmonious relationship with people; resourcefulness; initiative; good health; high aptitude in accounting and system development; minimum age 28.

PARK MANAGER

Definition:

Under administrative supervision, to be responsible for the performance of all duties relating to the maintenance, operation, security, and improvements of Allerton Park.

Duties by Example:

Administration of all personnel, records, and equipment required for park operations; make surveys, preliminary designs and reports relative to proposed improvements; supervise construction; be responsible for security measures, police and fire protection; supervise park activities in accordance with rules, regulations, and policies as established.

Qualifications:

College graduate with technical training in landscape architecture and engineering; minimum of five years practical experience as a landscape architect, a substantial amount of which is in the field of park and recreational planning; good physical condition; pleasing personality; ability to meet and deal harmoniously with the public in an agreeable manner; tact; diplomacy; and good judgment.

TRAFFIC MANAGER

Definition:

Under administrative supervision, to assume responsibility for distribution of all commodities received by the University.

Duties by Example:

Obtain quotations of rates; supervise tariff files; audit transportation bills; handle overcharges and loss or damage claims; route shipments for best or quickest delivery at lowest costs; trace shipments; arrange car supply; pack for shipment; receive freight; prepare shipping papers; supervise local and plant transportation; select warehouse and distribution centers; prepare cases before the commissions; advise Purchasing Department of changes affecting shipments.

Qualifications:

College degree or equivalent in training and experience; several years of experience in transportation work, preferably in industrial or commercial traffic fields.

MANAGER OF CHICAGO ILLINI UNION

Definition:

Under administrative supervision, to be responsible for the management of the Chicago Illini Union.

Duties by Example:

To coordinate the operation and program of the Chicago Illini Union, including the food service, social, and recreational programs; be responsible for accounts, collections, and deposits; prepare budgets; supervise staff; serve as host to visiting delegations and campus organizations; perform related duties as assigned.

Qualifications:

University graduation, with training in business management desirable; extensive experience in business administrative work; integrity; tact; good judgment; ability to deal harmoniously with students, faculty, and the general public; minimum age 28.

MANAGER OF PHOTOGRAPHIC LABORATORY

Definition:

Under supervision of the Director of Physical Plant, to be responsible for the efficient and financially successful operation of the photographic and blueprinting laboratory.

Duties by Example:

To plan and supervise the work of all employees of the department; be responsible for all photographic work going through the department including taking of photomicrographs, sound, and silent motion picture photographs; preparing lantern slides; printing of photographs; supervise receipt of orders and deliveries; be responsible for charges and collections, records, reports, pay rolls, and budgets; supervise blueprinting and photostating; perform or supervise highly technical work in photography; be responsible for maintenance of equipment; perform related duties as assigned.

Qualifications:

High school graduation; thorough knowledge of photography, blueprinting work, of which at least two years must have been in a supervisory capacity; ability to take good pictures with all types of photographic equipment; tact; integrity; good health; ability to deal harmoniously with faculty and staff; minimum age 25.

MANAGER OF STUDENT SUPPLY STORE
(Chicago)

Definition:

Under the general direction of the Business Manager, to be responsible for the successful operation of the Student Supply Store.

Duties by Example:

To determine in cooperation with the various department heads in the Chicago colleges, all books, materials, supplies, and equipment required for college courses; prepare specifications and itemized lists in requisition form for purposes of purchase; stock and assemble outfits, supplies, equipment, and books for student distribution; act as custodian of University-owned microscopes, instrument cases, and other items issued on rental basis; maintain adequate stocks of supplies through cooperation with the Purchasing Office; keep a perpetual stock inventory record; prepare monthly and annual reports; negotiate all departmental and student sales, either for cash or on conditional sales contract; price merchandise; contact vendors for new products; supervise the work of other employees; perform related duties as assigned.

Qualifications:

High school graduation, with university graduation desirable; three years of experience in university or college bookstore, at least two of which have been in a supervisory capacity; managerial and administrative ability; tact; good judgment; integrity; pleasing personality; minimum age 25.

MANAGER OF TEMPORARY FAMILY HOUSING

Definition:

Under the Supervisor of Temporary Housing, to provide staff assistance in the administration of the University temporary housing program, especially in matters dealing with operation of family dwelling units.

Duties by Example:

To inspect buildings, grounds, and equipment; review requisitions for supplies and service; maintain contact with the Physical Plant Department and other University departments; conduct personal interviews and consultations; prepare and arrange assignments for new occupants; check occupants in and out of dwellings; review, approve, and sign leases, rental adjustments, daily reports; prepare forms and statements; advise in matters pertaining to personal and community problems and activities; supervise publications for group; supervise work of subordinates; perform related duties as required.

Qualifications:

University graduate; general administrative experience with interest in administrative work; Veteran of World War II; ability to get along with people; pleasant appearance; male.

ASSISTANT MANAGER OF TEMPORARY FAMILY HOUSING

Definition:

Under the Manager of Temporary Family Housing, to provide staff assistance in the administration of the University temporary housing program.

Duties by Example:

To assist the Manager of Temporary Family Housing in the arrangement and preparation of work for the clerical staff; in the inspection of buildings, grounds, and equipment; in the review of requisitions; in the maintenance of contacts with the Physical Plant and with other University departments; in conducting personal interviews and holding consultations; in the preparation and arrangement of assignments for new occupants; in checking occupants in and out of dwellings; in the review, approval, and signing of leases, rental adjustments, daily reports; in the preparation of forms and statements; in matters pertaining to personal and community problems and activities; in the supervision of publications; in the performance of related assigned duties.

Qualifications:

University graduate; general administrative experience; Veteran of World War II, with a successful background that would point toward a sustained interest in administrative work in the University field; ability to get along with people; pleasant appearance; cooperative; willing to work under supervision; male.

MATRON

Definition:

Under direction of the Director of Nurses, to be responsible for dormitory activities in the Nurses' Residence.

Duties by Example:

To make regular inspection of rooms and conditions in the Residence; perform office duties; guide and direct the student nurses within the household; maintain discipline and carry out established policies and principles of the home; be responsible for the linen supply; visit and care for nurses when ill and accompany physician to their rooms; report infraction of house rules; order supplies; report need for repairs and replacement of furnishings.

Qualifications:

High school graduation, registered nurse status desirable; supervisory ability; tact; good judgment; ability to get along well with others; minimum age 35.

ASSISTANT MATRON

Definition:

Under direction of Matron, to assist her with activities in the Nurses' Residence.

Duties by Example:

To make regular inspection of the building; perform simple office duties; assist with the guidance and direction of student nurses and in maintaining discipline and established policies within the home.

Qualifications:

High school graduation; housekeeping experience desirable; tact; good judgment; ability to get along with others; minimum age 30.

MEAT CUTTER

Definition:

Under supervision, to be responsible for the cutting of meats and the care of meats and meat products.

Duties by Example:

To receive, process, and store meats; cut meats; prepare meats and meat products for cooking; keep equipment in sanitary condition; perform related duties as assigned.

Qualifications:

High school graduation; experience and skill as a meat cutter; initiative; ability to pass food handler's examination; minimum age 18.

AIRCRAFT MAINTENANCE AND LINE MECHANIC

Definition:

Under the direction of the Aircraft Maintenance Engineer, to perform responsible duties in the maintenance and repair of aircraft at the University Airport.

Duties by Example:

To supervise subordinates, make such repairs as may be assigned on aircraft and engines in the parts of the shop or on the flight line; run line, top, and periodical inspection on aircraft and engines; operate drills, lathes, and testing devices; install aircraft and engine instruments.

Qualifications:

High school graduate, or equivalent; Civil Aeronautics Authority Aircraft and Engine license; good judgment; accuracy; tact; integrity; supervisory ability; minimum age 20.

GENERAL AIRPORT MECHANIC

Definition:

Under general direction, to perform the duties requiring a high degree of skill involved in servicing and repairing airport machinery.

Duties by Example:

Check automotive equipment for defects; repair motors, tractors, snow removal equipment, trucks, and busses; perform related duties as assigned.

Qualifications:

Grade school education, high school preferred; at least five years of full-time experience in machinery servicing and general repair work; good physical condition; good judgment; minimum age 20.

AUTOMOTIVE MECHANIC

Definition:

Under the Garage Foreman, to perform skilled mechanical work on automotive vehicles.

Duties by Example:

To repair motors; make wheel alignments; adjust brakes; install heaters and defrosters; do disassembling and overhauling of engines, transmissions, differentials, and other assemblies; replace worn or broken parts; grind valves; use specialized garage machines, gauges, and tools; perform related duties as assigned.

Qualifications:

Grade school education; at least five years of experience in a recognized garage performing duties of general overhauling and rebuilding of automotive equipment; thorough working knowledge of general ignition and carburetor systems; experience in synchronizing equipment; vacuum and test gauges, brake testing, wheel alignment, and light testing equipment; ability to work with others; pleasant disposition; minimum age 23.

ELEVATOR MECHANIC

Definition:

Under the Elevator Operations Foreman, to inspect and service elevator equipment.

Duties by Example:

To adjust motor, generator, excitor, voltage regulator, and floor selector brushes, contacts, and switches; adjust governors and safety switches; install cables, bearings, gears, and brakes; inspect and service hydraulic elevators and electric dumb waiters; inspect and service book conveyors, Lamsen Tube System, and hand power elevators; oil and grease motors and equipment as assigned; perform related duties necessary to efficient elevator service.

Qualifications:

High school education; at least five years of experience in actual elevator construction work for one of the nationally known elevator manufacturers; ability to maintain the operation of all types of elevator equipment and to perform any of the outlined "Duties by Example"; good physical condition, with normal vision and hearing; personable and neat appearance; ability to work constructively with others; minimum age 23.

SENIOR LABORATORY MECHANIC

Definition:

Under general direction, to perform duties requiring a high degree of skill in the development, construction, and repair of experimental and laboratory equipment.

Duties by Example:

To be responsible for mechanical work of employees of lower rank in the laboratory or shop; assist in planning, layout, and construction of experimental and scientific equipment; construct equipment from blueprints and diagrams; design and construct apparatus; give technical advice on use and design of apparatus; instruct laboratory mechanics and assistants in the assembling, operation, and repair of equipment; perform highly skilled work on wood and steel lathes; operate precision instruments; advise on the purchase of materials, machinery, tools, and general equipment of the shop.

Qualifications:

High school education or equivalent training, extensive experience and high degree of skill in constructing scientific apparatus; ability to do mechanical precision work; excellent physical condition; dependability; good judgment; minimum

JUNIOR LABORATORY MECHANIC

Definition:

Under general supervision, but with wide degree of independent judgment, to perform mechanical work in laboratories or shops.

Duties by Example:

To be responsible for assembling, dis-assembling, and operation of experimental apparatus; supervise assistants; operate experimental furnaces, and prepare ore samples; perform tests and experiments; assist in class demonstrations; make repairs on, and construct, experimental apparatus; operate wood and steel lathes; perform carpenter work; make patterns and castings; perform related duties as assigned.

Qualifications:

High school education or equivalent; at least two years of mechanical experience, preferably in construction and repair of laboratory equipment; good physical condition; minimum age 21.

ASSISTANT LABORATORY MECHANIC

Definition:

Under supervision, to perform simple mechanical work in a laboratory or shop.

Duties by Example:

To assemble and disassemble experimental apparatus; repair mechanical equipment; assist in construction and care of apparatus; do lathe and other machine work; operate all types of laboratory machinery; assist in tests and experiments; perform related labor.

Qualifications:

Grade school education, technical school training desirable; mechanical ability; good physical condition; experience in general mechanical trades as required; minimum age 18.

POWER PLANT MECHANIC

Definition:

Under the Chief Plant Operating Engineer, to maintain and repair power plant equipment.

Duties by Example:

To clean boilers, superheaters, economizers, and preheaters; repair and maintain boilers, condensers, cooling tower, air, and oil coolers, coal and ash handling equipment, stokers, special valves, piping, insulation; clean and oil power plant equipment; do welding; check leaks; perform related duties as assigned.

Qualifications:

Grade school education, with a minimum experience of three years in one of the following trades: steamfitter, machinist, welder, boilermaker, electrician, millwright, assistant power plant mechanic, or steam distribution work; graduation from high school or the equivalent graduation from a recognized trade school will be accepted year for year up to a maximum of two years in lieu of experience; good physical condition; minimum age 24.

REFRIGERATION MECHANIC

Definition:

To perform journeyman work involving repair and maintenance of refrigeration equipment.

Duties by Example:

To overhaul and service refrigerator units and parts by repairing or replacing and adjusting worn or broken parts on boosters, condensers, compressors, water, and vacuum pumps and brine agitators; test refrigeration equipment for refrigerant leaks; repair and adjust valves, piping connections, fittings, and couplings; remove and install electric motors and thermostats; lay out, assign, and direct the work of a Refrigeration Mechanic Helper on overhaul and repair work; re-design, modify, and rebuild compressors and other refrigeration equipment; inspect refrigeration systems and units; locate defects and make adjustments or repairs; estimate the cost of work, including job materials, parts, electrical, sheetmetal, and labor costs; maintain records and prepare reports on repair and services accomplished; assist engineers on planning modification and new installation projects and in preparation of specifications; perform related work as required.

Qualifications:

High school graduation and completion of a vocational trade school training course in refrigeration repair work; some journeyman experience in the operation, maintenance, and repair of refrigeration units and equipment; considerable knowledge of the principles,

Qualifications (continued):

practices, materials, tools, and equipment of refrigeration equipment operation, maintenance, and repair; knowledge of the hazards and safety precautions of the work; skill in locating and correcting defects in refrigeration equipment; skill in use of tools, equipment, and practices in refrigeration repair and maintenance; ability to understand and follow oral and written directions and work from blueprints.

TELEPHONE MECHANIC

Definition:

Under general supervision, to maintain and repair telephone installations including receivers, transmitters, cables, and switchboards.

Duties by Example:

To repair telephone lines, switchboard and other telephone equipment; test telephone equipment with standard instruments to locate trouble; repair telephone cable; lay out plans for new circuits and estimate materials required; service other electrical systems such as signal systems, buzzers, burglar alarms, public address systems, automatic calling systems, and electric time clocks.

Qualifications:

Good physical condition; training or experience adequate to enable him to perform above duties; high school education desirable; minimum age 18.

REFRIGERATION MECHANIC HELPER

Definition:

To perform semi-skilled work, involving the repair and maintenance of refrigeration equipment.

Duties by Example:

To test and check for refrigeration leaks; assist Refrigeration Mechanic on overhaul and repair of refrigeration units by dis-assembling, checking, and repairing or replacing parts; assembling and testing for leaks in condensers, compressors, pipes, fittings, couplings, and valves; repair some parts by simple welding and brazing; remove and install electric motors and thermostats; repair and check carburetors and install carbon dioxide gas cylinders; service and repair air conditioning equipment, fans, and circulating pumps; assist in overhauling and installing air compressors and compressor pumps; perform related work as required.

Qualifications:

High school graduation and completion of a vocational trade school training course in refrigeration equipment repair work; working knowledge of the principles, practices, materials, and tools of refrigeration equipment maintenance and repair; knowledge of the hazards and safety precautions of refrigeration work; skill in making minor repairs to and in assisting in the overhaul of refrigeration equipment; some skill in the use of tools and practices in general mechanical repair work; some experience in the repair and maintenance of refrigeration equipment.

MEDICAL OFFICER, DIVISION OF SERVICES FOR CRIPPLED CHILDREN

Definition:

Under the general administrative direction of the Director, to be responsible for the medical aspects of the Division's program.

Duties by Example:

To organize and direct the operation of diagnostic clinics; formulate improvements in clinical procedure; review recommendations for medical care; prepare standards for medical personnel of the Division; analyze medical services rendered; cooperate with local health and welfare agencies in rendering medical services to Division patients; address and secure the cooperation of professional and lay groups in connection with the services offered by the Division; participate in staff training activities; cooperate with the supervisor of medical social service and orthopedic and public health nursing to the end that an integrated program may result; cooperate in the conduct of special studies and the preparation of research analyses and reports; make pediatric apparaisals and recommendations and serve as liaison officer between the administrators and the physicians serving the Division; perform related duties as assigned.

Qualifications:

Graduation from an approved medical school, at least one year internship in an approved hospital, and license to practice medicine in Illinois; two years of specialized training in pediatrics, or one year post-graduate training in public health

MEDICAL OFFICER, DIVISION OF SERVICES FOR CRIPPLED CHILDREN
(continued)

Qualifications: (continued)

with a degree of Master of Public Health or its equivalent and one year of specialized training in pediatrics; practice in pediatrics, orthopedics, or public health desirable; thorough knowledge of general medical practice; a knowledge of clinic procedures, medical forms, record systems of pediatric or public health procedures and of facilities and state and federal laws pertaining to services to crippled children; ability to work efficiently with people; tact; good judgment; minimum age 28.

MESSENGER

Definition:

Under direct supervision, to perform messenger duties and simple clerical work.

Duties by Example:

To receive and deliver supplies for departments; carry and shelve books; sort and deliver letters, messages, documents, records, and inter-office memoranda; make trips to and from outside establishments; keep simple records; clean office equipment; check supplies; perform miscellaneous errands.

Qualifications:

Grade school education; good physical condition; agility; dependability; accuracy; minimum age 18.

MOLDER

Definition:

Under supervision, to shape pliable material to the desired form and to process the molded objects for hardening; /or/ to prepare and finish from workable materials the molds or forms for the casting of desired objects.

Duties by Example:

To make block, case, or working molds of plaster of paris; to half-embed model in clay, treat with soap solution and cover with plaster of paris, harden turn and complete the block mold; by similar process to make case molds and from the case molds as many working molds as are desired; /or/ to operate press machine for the shaping of plastic or malleable material to desired shapes; /or/ to mix and knead clay or other soft material and mold it by hand either to fill molds which cannot conveniently be filled by machine or to achieve the desired shapes without molds; to use mallet, jogger, and other tools required to fill and remove molds.

Qualifications:

Grammar school education required, high school graduation desirable; good physical condition, demonstrated ability to perform required duties; minimum age 20.

CLINIC NURSE

Definition:

Under the Director of Outpatient Nurses, to supervise and administer an assigned clinic.

Duties by Example:

To be responsible for efficient management of assigned clinic; assist staff in teaching and research programs; prepare patients for examination; assign patients to students and medical staff; assume responsibility for student conduct; assist the doctors; assist in care and comfort of patients; check all patients' charts; make appointments for patients; arrange for consultations and transfers, make out laboratory requests; keep departmental records and files; maintain equipment and requisition supplies; perform related duties as assigned.

Qualifications:

High school graduation and graduation from an accredited three-year school of nursing in a hospital having a daily average of fifty or more patients; three years toward university degree desirable; at least three years of experience with preference for clinic or public health work immediately preceding application; administrative experience desirable; ability to get along with others; ability to meet emergency situations; minimum age 24.

HEAD NURSE

Definition:

Under the direction of the Supervising Nurse, to be responsible for the management and supervision of the nursing service of a single hospital ward unit.

Duties by Example:

To oversee the general administration of the ward and the nursing care and treatment of patients; be responsible for carrying out established administrative policies and procedures; collaborate with the Medical Staff in the care and treatment of patients; handle admissions, transfers, and discharges; order supplies and drugs; supervise the administration of medicines and treatments as prescribed by the Medical Staff; instruct and supervise staff nurses, student nurses, nurse's aides, orderlies, and ward clerks; make reports; check records; make rounds with doctors, conduct staff conferences; assist supervising nurse in the discharge of her duties.

Qualifications:

High school graduation, graduation from an accredited school of nursing in a hospital having a daily average of 50 or more patients; Certificate as registered nurse; university courses in advanced nursing education, in ward management and ward supervision desirable; two years of experience in nursing, one year of which must have been spent in the capacity of staff nurse; supervisory ability; ability to meet emergency situations calmly; ability to get along with others; minimum age 23.

ASSISTANT HEAD NURSE

Definition:

Under the direction of a Head Nurse, to assist in the supervision of the nursing service of a single hospital ward unit.

Duties by Example:

To assist with the supervision of Staff Nurses and the ward teaching of student nurses; act as ward instructor of nurse's aides, orderlies, and ward clerks; oversee general nursing care of ward; handle admissions, transfers, and discharges of patients; make rounds with the doctors; assist the head nurse in the discharge of her duties; check reports and supplies; conduct staff conferences; be in charge of a ward unit in the absence of the head nurse.

Qualifications:

High school graduation; graduation from an accredited school of nursing, having a daily average of 50 or more patients; certificate as registered nurse; courses in advanced nursing education desirable; some experience in staff nursing in the particular branch of service to which she will be assigned; ability to get along with others; tact; good judgment; supervisory ability; minimum age 21.

STAFF NURSE

Definition:

Under the supervision of Head Nurse, to perform general duty nursing in the care and treatment of patients.

Duties by Example:

To be responsible for bedside and related nursing care of patients; administer treatments and medications as prescribed by physicians; assist doctors with dressing of surgical wounds; take and record vital signs and observe other facts indicative of patient's condition; assist at operations; prepare daily reports and clinical records; assist with serving of meals and feeding patients; give attention and assistance to visitors; perform related nursing duties as assigned.

Qualifications:

High school graduation, with graduation from an accredited three-year school of nursing in a hospital having a daily average of 50 or more patients; experience in nursing desirable; certificate as registered nurse; good physical condition; ability to get along well with others; calm disposition; minimum age 21.

SUPERVISING NURSE

Definition:

Under the Director of Nurses, to supervise and develop the nursing service of one or more hospital divisions.

Duties by Example:

To supervise and direct the work incident to the care and treatment of patients assigned to the ward division; be directly in charge of Nurses and subsidiary workers in the division; be responsible for their hours and assignment of duties; make ward rounds of inspection; confer with, and advise, employees; assist doctors; be responsible for compliance with Doctors' orders; check patients' charts; prepare reports and records; requisition supplies; be responsible for the ward teaching program of staff and student nurses.

Qualifications:

High school graduation, and graduation from an accredited three-year school of nursing in a hospital having a daily average of 50 or more patients; certificate as registered nurse; university nursing degree desirable; at least three years of experience in the nursing field, with one year of experience in the capacity of head nurse preferable; ability to get along with others; ability to meet emergency situations calmly; supervisory ability; minimum age 24.

VISITING NURSE

Definition:

Under direction of Director of Nonacademic Personnel and/or Assistant Director of Nonacademic Personnel, to make home visits to ill and disabled employees.

Duties by Example:

To maintain liaison between Office of Nonacademic Personnel and University Health Service and disabled employees; determine whether proper medical care is available; recommend steps to provide proper medical care if needed; provide limited amount of nursing service in the home; inform employees of rights under disability and Retirement provisions; investigate claims for compensation; make reports and keep records; be of general aid and assistance to all disabled employees; perform related duties as assigned.

Qualifications:

High school graduate, college education desirable with a degree in nursing; at least one year of experience in public health or other visiting nurse capacity; good health; pleasing personality; ability to inspire confidence; initiative; self direction.

NURSE'S AIDE

Definition:

Under supervision, to assist nurses and to perform other routine duties in hospital wards and divisions.

Duties by Example:

To make beds; wash beds, bedside tables, chairs, and patients' equipment; assist with the serving of meals and feeding of patients; check clean linen and collect soiled laundry; do errands; transport patients; give non-professional care to patients; pass nourishment between meals; perform related duties as directed.

Qualifications:

Grade school education; high school education desirable; good health; good physical condition; pleasing personality; ability to get along with nurses and patients; minimum age 18.

FOOD SERVICE OFFICE ASSISTANT

Definition:

To perform office duties in connection with restaurants; understudy supervisory positions in all parts of the food service.

Duties by Example:

To do all typing in food service office; count cashier's cash and make deposits at banks; do all routine office work such as requisitions, authorizations, etc.; work regular restaurant stations whenever possible in order to learn each position; be familiar with the food service organization as a whole.

Qualifications:

Home economics degree; good physical condition; supervisory ability; tact; pleasing personality and appearance; ambition and interest in food work; ability to do routine typing; accuracy; willingness to work as directed; minimum age 20.

CHIEF ADMITTING OFFICER

Definition:

Under general supervision, to oversee and direct the activities of the admitting office.

Duties by Example:

Supervise the admitting officers in their work; take personal histories of patients; interview patients to ascertain their eligibility for admission; maintain records of hospital occupancy; perform related duties as assigned.

Qualifications:

Graduation from an accredited high school; demonstrated ability to meet and deal with people; at least two years of experience as an admitting officer in an accredited hospital; supervisory ability; minimum age 25.

ADMITTING OFFICER

Definition:

Under immediate supervision, to admit patients and perform related work as required.

Duties by Example:

Interview all patients applying for admission to the Hospital; follow up all patients while in the Hospital; perform related duties as assigned.

Qualifications:

Graduation from high school, and at least two years of experience in an accredited hospital; ability to meet and deal with people; minimum age 21.

PERSONNEL OFFICER

Definition:

Under administrative direction, but with the exercise of considerable independent judgment, to be responsible for the supervision and functioning of major elements of the nonacademic personnel program.

Duties by Example:

To supervise the operation of an office of non-academic personnel serving a Branch or Division of the University; handle therein such matters as wage administration, appointments, and promotions, disability claims and benefits; supervise and direct a training program; perform research in special problems; edit employee publications; coordinate and direct recreational and social programs; assist in handling grievances and negotiations; perform related duties as assigned.

Qualifications:

University graduation, or training and experience which offsets lack of college degree; practical experience in a supervisory capacity in a personnel program; thorough knowledge of University practices and procedures; administrative ability; tact; integrity; ability to deal effectively and harmoniously with the general public, faculty, and staff; minimum age 25.

AIRPORT TOWER OPERATOR

Definition:

Under supervision of the Director of the Institute of Aeronautics (or his agent), to be responsible for the control of air traffic within the airport control zone of the University Airport.

Duties by Example:

To operate radio and light gun facilities for the purpose of giving landing, take-off, and traffic pattern orders to aircraft within the control area of the Airport control tower; furnish information on weather conditions, wind direction, and velocity, to airplanes in transit which may contact the tower.

Qualifications:

High school graduation, with a minimum of six months of experience in CAA control tower; tact; good judgment; CAA tower operator's certificate.

CHIEF COLD STORAGE OPERATOR

Definition:

Under direction, to be responsible for the operation and maintenance of special equipment in the Horticulture Field Laboratory and to perform miscellaneous duties relating to the laboratory functions carried on in that building.

Duties by Example:

To operate, repair, maintain, drain, oil, charge cold storage system, and maintain and record temperatures; operate and maintain heating system and air conditioning system; maintain, help set up, and construct laboratory and classroom equipment; maintain apple washer, grader, cider press, and filter; notify Physical Plant of repairs needed on building, plumbing, water, electrical, and heating systems; order supplies and equipment; check express and freight deliveries; supervise the work of Cold Storage Operators; perform related duties as assigned.

Qualifications:

High school graduation; one year's training in cold storage operation; three year's training in technical maintenance; mechanical ability; dependability; integrity; good judgment; good physical condition; minimum age 25.

COLD STORAGE OPERATOR

Definition:

Under the immediate supervision of the Chief Cold Storage Operator, to operate the cold storage system, heating system, air conditioning system, and to perform building services as assigned.

Duties by Example:

To operate and maintain the cold storage and heating system; operate and maintain, oil, and drain the cold storage system; check on air conditioning system and temperatures in air conditioned rooms; check and record temperatures in greenhouse and storage rooms; perform related duties as assigned.

Qualifications:

High school graduation; training in cold storage operation; one year's experience in mechanical maintenance; mechanical ability; dependability; good judgment; integrity; good physical condition; minimum age 21.

ELEVATOR OPERATOR
(Chicago)

Definition:

Under direction, to operate elevators.

Duties by Example:

To operate elevator; assist in loading patients, supplies, and the like; transport passengers between floors; operate control devices; give information to passengers; perform related duties as assigned.

Qualifications:

Grade school education; thorough knowledge of elevator operation; courteous and pleasing personality; dependability; minimum age 18.

LAUNDRY PRESS OPERATOR

Definition:

Under direction, to operate the various laundry presses.

Duties by Example:

To press all finished articles such as shirts, pants, coats, etc.

Qualifications:

Grade school education; good health; at least one year of laundry experience; dependability; willingness to perform duties as directed; minimum age 18.

SENIOR OFFICE APPLIANCE OPERATOR

Definition:

Under supervision, to be responsible for, and perform, complicated office appliance work.

Duties by Example:

To supervise the work of subordinates operating office appliances; perform highly technical work requiring the use of office machines; be responsible for the clerical and mechanical duties related to the operation of such machines; make reports; keep records; perform related supervisory work as required.

Qualifications:

High school graduation; special aptitude and at least three years of experience in the operation of office appliances; supervisory ability; high clerical aptitude; dexterity as required; minimum age 21.

JUNIOR OFFICE APPLIANCE OPERATOR

Definition:

Under supervision, to perform work requiring a thorough knowledge and skill in the operation of business office machines, and to perform related clerical work.

Duties by Example:

To operate independently, business office machines such as -- adding, key punch, duplicating, tabulating, comptometer, mimeograph, and multigraph; cut addressograph and multigraph plates; oil, clean, and perform minor repairs on machines; keep records; do filing of stencils, plates, cards, etc.; maintain stores and supplies; perform related duties as assigned.

Qualifications:

High school graduation, special training and proficiency in the operation of office appliances as required; at least two years of experience operating said machines; high clerical aptitude; manual dexterity; minimum age 20.

ASSISTANT OFFICE APPLIANCE OPERATOR

Definition:

Under immediate supervision, to perform routine work requiring knowledge and skill in the operation of business office machines, and to perform related clerical work.

Duties by Example:

To operate business office machines, such as bookkeeping, adding, calculating, key punch, tabulating, comptometer, mimeograph, duplicating, multigraph, and addressograph machines; cut stencils and addressograph plates; clean, oil, and care for machines; do filing; store supplies; make minor repairs; perform related duties as assigned.

Qualifications:

High school graduation; special training and proficiency in the operating of machine as required; clerical aptitude; manual dexterity; minimum age 18.

ASSISTANT RADIO OPERATOR

Definition:

Under direct supervision, to perform routine work in the operation and maintenance of radio station equipment.

Duties by Example:

To assist in operating transmitter and studio equipment; perform routine service labor in setting up and operating remote broadcast equipment; drive radio truck; do messenger service; assist in making minor repairs; perform related duties as assigned.

Qualifications:

High school graduation; training or experience in radio work desirable; agility; mechanical aptitude; reliability; good physical condition; willingness to work; minimum age 18.

STEAM DISTRIBUTION OPERATOR

Definition:

Under the Steam Distribution Foreman, to assist in operating heating, ventilating, and air conditioning equipment.

Duties by Example:

To operate steam valves to buildings, air conditioning equipment and ventilating fans; inspect and maintain steam traps, condensation meters, vacuum pumps, expansion joints, pressure reducing valves, and the like; clean, oil, grease, and pack equipment; perform related duties as assigned.

Qualifications:

Grade school education; at least one year of experience as laborer or steam distribution worker in this or an institution of comparable size, or two years of experience in the operation and maintenance of mechanical equipment of buildings of similar size and capacity; good physical condition; minimum age 28.

CHIEF SWITCHBOARD OPERATOR

Definition:

To be responsible for the complete operation of a telephone switchboard.

Duties by Example:

To interview switchboard operators; prepare operators' schedules; receive complaints and criticisms of the switchboard operation and correct same; compile necessary information to enable switchboard operators to give efficient and satisfactory service; set up necessary procedures and routines for the efficient handling of all incoming and outgoing calls; operate switchboard.

Qualifications:

High school graduate; experience in operating a switchboard; supervisory ability; pleasing personality and telephone voice; courteous; tactful.

ASSISTANT CHIEF SWITCHBOARD OPERATOR

Definition:

Under the Chief Switchboard Operator, to be responsible for the operation of a telephone switchboard.

Duties by Example:

To assist the Chief Switchboard Operator in the preparation of operators' schedules; in the compilation of information which will enable switchboard operators to give efficient and satisfactory service; in setting up necessary procedures and routines for the efficient handling of all incoming and outgoing calls; in performing related duties as required.

Qualifications:

High school graduation; experience in operating a switchboard; pleasing personality and telephone voice; courteous; tactful.

SWITCHBOARD OPERATOR

Definition:

Under direct supervision, to operate a telephone switchboard.

Duties by Example:

To answer calls; make telephone connections; receive messages and transmit such to recipients; keep records; perform related clerical duties as assigned.

Qualifications:

High school graduation; special training in operating a switchboard; at least six months of full-time experience operating a switchboard; manual dexterity; pleasing personality and telephone voice; courtesy; freedom from hearing defects; minimum age 18.

WATER STATION OPERATOR

Definition:

Under supervision, to assist in the operation of the University water treatment plant.

Duties by Example:

To adjust the rate of flow of water; maintain and clean filters and filter beds; maintain setting and adjustment of chlorinators; make chemical tests; keep records; measure water levels; collect water samples; operate sediment remover, pumps, and motors; perform related duties as assigned.

Qualifications:

High school graduation; knowledge of chemical tests required in University plant operation; mechanical ability; ability to work cooperatively with others; ability to follow instructions; good physical condition; minimum age 21.

ORDERLY

Definition:

Under supervision, to perform orderly duties in the Hospital.

Duties by Example:

Bathe, dress, and feed male patients; transfer patients; assist with serving meals; make beds; clean equipment; run errands; assist in handling patients; collect soiled laundry; do heavy lifting; perform related work as directed.

Qualifications:

High school graduation desirable; experience in orderly work desirable; good physical condition; agility, integrity; ability to get along with patients and staff; minimum age 18.

PHOTOGRAPHER

Definition:

Under supervision, to be responsible for independent work requiring a high degree of skill in photography.

Duties by Example:

To be responsible for all types of photographic work, including taking of photomicrographs and the like; prepare lantern slides; operate all types of motion and still photographic equipment, including sound recording and projection; edit sound and motion picture film; print photographs; perform highly technical work in photography; conduct experiments in photography; supervise assistants; perform related duties as assigned.

Qualifications:

High school graduation; thorough knowledge of photography; extensive experience in photographic work; ability to make good pictures with all types of photographic equipment; good health; ability to deal harmoniously with faculty and staff; minimum age 25.

ASSISTANT PHOTOGRAPHER

Definition:

Under general supervision, to do independent work requiring skill and training in photography.

Duties by Example:

To do photography; printing of photographs; make lantern slides; operate blueprinting machines; make motion pictures; assist in photographic experiments; supervise assistants; perform related duties in the photographic laboratory as directed.

Qualifications:

High school graduation; thorough knowledge and training in photography; at least three years of experience in photographic work; good physical condition; tact; pleasing personality; minimum age 21.

CHIEF PHYSIOTHERAPIST

Definition:

Under medical direction, to supervise physical-therapy treatments and the services of the Physiotherapy department.

Duties by Example:

To supervise therapists; instruct students; administer phototherapy, electrotherapy, hydrotherapy, diathermy, and massage treatments; perform related technical and supervisory duties as assigned.

Qualifications:

High school graduation; graduation from an accredited school of physiotherapy or certification as registered nurse or two years of university or college training with special training in physiotherapy; special training in anatomy, physiology, and massage; at least three years of full time experience in physiotherapy work; strong physical condition; calm disposition; tact; pleasing personality; minimum age 25.

SENIOR PHYSIOTHERAPIST

Definition:

Under supervision, to perform technical duties involving a high degree of skill and training in physiotherapy.

Duties by Example:

To supervise subordinates; interview and make appointments for patients; give treatments in electrotherapy, diathermy, massage, ultra-violet, and hydrotherapy, under doctors' orders; assist in planning a schedule of work; keep records on treatment of patients; requisition supplies; maintain equipment; perform related technical duties as assigned.

Qualifications:

High school graduation; graduation from an accredited school of physiotherapy, or certification as registered nurse, or two years of university or college training with special training in physiotherapy; special training in anatomy, physiology, and massage; at least three years of full-time experience in physiotherapy work; strong physical condition; calm disposition; tact; pleasing personality; minimum age 23.

JUNIOR PHYSIOTHERAPIST

Definition:

Under supervision, to administer physiotherapy treatments.

Duties by Example:

To administer treatments in physiotherapy, electrotherapy, diathermy, hydrotherapy, and massage; give muscle training exercises; keep records; make reports; perform related duties as assigned.

Qualifications:

High school graduation; nurses' training or equivalent training in physiotherapy; at least one year of experience in administering physiotherapy treatments; good physical condition; tact; good judgment; minimum age 20.

PHYSIOTHERAPY ATTENDANT

Definition:

Under direct supervision, to perform routine duties involved in the administration of physiotherapy treatments.

Duties by Example:

To dress and undress patients; assist in keeping charts and records; administer ultraviolet treatments; give muscle exercises to children; assist in administering electrotherapy and massage treatments; be responsible for maintenance and cleanliness of booths and treatment rooms; change laundry; perform related duties as directed.

Qualifications:

High school graduation; special training in physiotherapy; nurses' training desirable; good physical condition; tact; willingness to learn; minimum age 19.

POLICE CAPTAIN

Definition:

Under administrative supervision, to be responsible for the efficient operation of the University Police Organization.

Duties by Example:

To direct the work and personnel of the day platoon; correlate activities and reports of the Police Lieutenants; be responsible for carrying out all training programs; supervise investigations; perform related duties as assigned.

Qualifications:

Two years high school education, with graduation desirable; two years of experience as a policeman; excellent physical condition; thorough knowledge of law enforcement procedures; courage; initiative; tact; pleasing personality; ability to maintain command in an emergency situation; ability to handle men.

POLICE FIRST LIEUTENANT

Definition:

To be responsible to Police Captain for efficient operation of platoon assignment.

Duties by Example:

To be immediately responsible for the direction of platoon personnel and work assignments; supervise training activities; act as executive officer in the administration of police activities in the absence of the Captain.

Qualifications:

Two years of high school education; one year of experience as a policeman; excellent physical condition; thorough knowledge of law enforcement procedures; courage; initiative; tact; pleasing personality; ability to maintain command in an emergency situation; ability to handle men.

POLICE SECOND LIEUTENANT

Definition:

To be responsible to Police Captain for efficient operation of platoon assignment.

Duties by Example:

To be immediately responsible for the direction of platoon personnel and work assignments; supervise training activities.

Qualifications:

Two years of high school education; one year of experience as a policeman; excellent physical condition; thorough knowledge of law enforcement procedures; courage; initiative; tact; pleasing personality; ability to maintain command in an emergency situation; ability to handle men.

POLICEMAN

Definition:

Under supervision, to enforce rules and regulations of the University pertaining to the behavior of the University staff, students, and the general public, the protection of University property and equipment.

Duties by Example:

To enforce traffic regulations; supervise traffic and parking at public functions; enforce bicycle code, smoking regulations; patrol University property; report infractions of rules to University authorities; investigate irregularities on University property; assist local departments during emergencies; protect lives and property; perform related duties as assigned.

Qualifications:

High school graduation or equivalent; minimum physical requirements 5 feet 8 inches height; 145 pounds weight; excellent physical condition; thorough knowledge of police code and University rules and regulations; good moral character; agility; courage; dependability; tact; good judgment; minimum age 25.

POTTER

Definition:

Under supervision, to perform duties requiring a thorough knowledge of making pottery and clay working.

Duties by Example:

To make pottery and clay products; demonstrate the making of clay slip, throwing, jiggering, casting, and glazing; supervise kiln and furnace firing; make ceramic equipment and supplies for departmental use; care for stores and equipment; supervise laboratory work; perform related duties as assigned.

Qualifications:

Grade school education, high school graduation desirable; at least three years of experience in making pottery or ceramic products; skill and training in molding, throwing, glazing, and casting clay products; manual dexterity; good physical condition; minimum age 23.

POULTRYMAN

Definition:

Under faculty supervision, to be responsible for the care and management of poultry.

Duties by Example:

To supervise and be responsible for the care and feeding of poultry; supervise the incubation and hatching of eggs; assist in the selection of poultry and eggs for class, demonstration, and experimental purposes; keep records on trap nest performance; supervise assistants; requisition extra help as needed; supervise and perform all related duties pertaining to the care of poultry.

Qualifications:

High school graduation or equivalent; two years of University training desirable; special training in poultry husbandry; extensive experience in poultry management; at least three years of experience as Assistant Poultryman or equivalent; excellent knowledge of poultry; supervisory and administrative ability; resourcefulness; good judgment; good physical condition; minimum age 25.

ASSISTANT POULTRYMAN

Definition:

Under supervision, to give skilled assistance in the feeding and general care of poultry.

Duties by Example:

To assist in the care and feeding of poultry; assist in the process of incubation and hatching of eggs; assist in the preparation of birds for class, demonstration, and experimental purposes; perform related duties as assigned.

Qualifications:

High school graduation or equivalent; three years of experience with poultry; good knowledge of the care of poultry; good physical condition; minimum age 21.

SENIOR PROOFREADER

Definition:

Under supervision, to be responsible for and perform proofreading duties.

Duties by Example:

To supervise subordinates; distribute manuscripts to proofreaders; proofread books, pamphlets, and other manuscripts; revise and check page and press proofs; review manuscripts for appearance, style, spacing, and pagination; perform related duties as assigned.

Qualifications:

High school graduation, college training desirable; at least six years of full-time experience in proofreading; college training will be accepted year for year up to a maximum of four years in lieu of required experience; thorough knowledge of editorial symbols; accuracy; thorough knowledge of English usage, grammar, and spelling; thoroughness; pleasing personality; supervisory ability; minimum age 23.

JUNIOR PROOFREADER

Definition:

Under direction, to perform proofreading work.

Duties by Example:

To review manuscripts and printed matter for typographical errors; revise and check proofs; mark corrections on page and press proofs; perform related duties as assigned.

Qualifications:

High school graduation, college training desirable; four years of full-time experience in proofreading work; college training will be accepted year for year in lieu of experience required; knowledge of editorial symbols; thorough knowledge of English usage, grammar, and spelling; accuracy; thoroughness; pleasing personality; minimum age 21.

CLINICAL PSYCHOLOGIST
(Division of Services for Crippled Children)

Definition:

Under the Director, to be responsible for the psychological services included in the state-wide program of the Division of Services for Crippled Children.

Duties by Example:

To evaluate the needs for psychological services in the program of the Division of Services for Crippled Children; develop, utilize, and interpret psychological resources through consultation with parents, physicians, nurses, and social workers; aid in the selection, administration, and interpretation of tests best suited for each individual situation; be available for case consultations and conferences; be available to test patients for whom psychological evaluations or consultations seem advisable; establish and maintain effective working relationships with health, welfare, educational, and other public and private agencies throughout the state; correlate the psychological services with the other professional services of the Division; maintain accurate records and reports; perform related duties as assigned.

Qualifications:

College graduation from an approved college or university; at least one year of graduate work, with a major in psychology and special training in clinical psychology; Master's degree from an approved college or university in clinical

CLINICAL PSYCHOLOGIST
(Division of Services for Crippled Children)
(Continued)

Qualifications: (Continued)

psychology, including advanced courses in child psychology, psychological testing, abnormal psychology, with a comprehensive and specialized knowledge of the principles and techniques of clinical psychology; Ph. D. degree desirable; a minimum of five years of experience in clinical psychology in a public school, college, university, hospital, or a public care program, at least two of which must have been in a supervisory capacity; one year of research in clinical psychology desirable; ability to organize and carry out a state-wide program; ability to exercise good judgment in evaluating situations and making decisions; tact; enthusiasm; pleasing personality; interest in and ability to work with people; good health; minimum age 26.

PURCHASING AGENT

Definition:

Under the Business Manager of a branch location, to handle purchases at any branch of the University.

Duties by Example:

To supervise the purchasing functions for all activities at the branch; supervise the operations of general storerooms; interview salesmen; check requisitions; secure quotations; discuss proposed purchases with administrative and academic officers and staff; make purchases in accordance with Board rules; recommend purchases requiring Board approval; issue and sign purchase orders; handle correspondence; approve invoice vouchers; supervise office staff; perform related duties as assigned.

Qualifications:

University graduation; at least five years experience in business, preferably purchasing, two years of which must have been in a supervisory capacity; thorough knowledge of business and purchasing procedures; administrative ability; personality conducive to harmonious handling of University problems; minimum age 27.

ASSISTANT RECORDER

Definition:

Under the Recorder, to perform responsible duties related to the keeping of student scholastic records.

Duties by Example:

To confer with students and faculty on record problems, grade reports, and the interpretation of University regulations; supervise subordinates on grade recording, fee assessments, photostatic work, and registration procedures; check graduation requirements and athletic eligibility and interpret University regulations relative thereto; conduct correspondence and prepare reports; train new employees; perform related duties as assigned.

Qualifications:

University graduation; two years of experience in college records work; familiarity with the functions of the Registrar's Office; thorough knowledge of systematic record keeping; good vocabulary; good judgment; pleasing personality; minimum age 24.

INSTRUMENT REPAIRMAN

Definition:

Under general supervision, to perform duties requiring a high degree of skill in the installation, maintenance, repair and calibration of various measuring instruments.

Duties by Example:

To repair and adjust recording, regulating, and control instruments, such as pressure, flow, and combustion meters and gauges; disconnect inaccurate or damaged instrument and replace it with a spare one; disassemble instruments, examine mechanism and clean parts in gasoline or water; replace worn or broken parts with new ones; make new parts or repair old ones on a lathe (m); assemble instrument and install it on testing apparatus; calibrate instrument to coincide with an established standard; inspect all recording instruments periodically, and make minor adjustments to those not functioning properly; adjust and repair mechanism and valves of automatic control devices.

Qualifications:

High school education or equivalent; considerable experience and skill in the adjustment and maintenance of instruments; good physical condition; dependability; minimum age, 20.

POWER PLANT REPAIRMAN

Definition:

Under the Chief Plant Operating Engineer, to assist in the maintenance and repair of power plant equipment.

Duties by Example:

To assist in cleaning boilers, superheaters, economizers, and air preheaters; repair and maintain boilers, condensers, cooling tower, air and oil coolers, coal and ash handling equipment; perform related duties as assigned.

Qualifications:

Grade school education, high school education desirable, with a minimum of three years of experience as a power plant laborer; experience as a Steamfitter, Plumber, Auto Mechanic, or Machinist Helper, or Assistant Plant Operating Engineer is desirable; good physical condition; agility, mechanical aptitude, and manual dexterity; minimum age 21.

SEAMSTRESS

Definition:

Under direct supervision, to do work requiring skill in sewing.

Duties by Example:

To cut and sew uniforms, linens, and the like; repair garments, uniforms, and linens; check, sort, and pack same; make curtains and draperies; perform related duties in sewing work.

Qualifications:

Grade school education; experience in sewing desirable; ability to do either hand or machine sewing; good eyesight; good physical condition; minimum age 18.

SENIOR SECRETARY

Definition:

To be responsible for secretarial duties and direct assistance to the head of a general administrative unit or college.

Duties by Example:

To be responsible for the stenographic work of the Dean or Administrative head; be responsible for records and reports, statistics, budget matters, payrolls, and other administrative proceedings; act as intermediary between the Administrative head and the faculty, staff, and students; supervise stenographers and clerks; handle business not requiring personal attention of the head; arrange appointments, conferences, meetings, and reservations; approve requisitions, vouchers, payrolls, and expenditures; keep budget accounts; perform related duties as assigned.

Qualifications:

High school graduation, with a college degree required, unless offset by University experience of special value and significance; superior intelligence and clerical aptitude; secretarial experience in excess of five years, of which one year must have been in a university or college; tact; poise; pleasing personality; minimum age 25.

SECRETARY

Definition:

To be responsible for secretarial duties in the office of an academic department head or the head of a major division of a general administrative unit.

Duties by Example:

To be responsible for the stenographic work for the head of a department or unit; be responsible for records, reports, statistics, budget matters, payrolls, and other similar procedures; act as intermediary between the administrative head and faculty staff, students, and administration; supervise stenographers and clerks; handle business not requiring personal attention of head; arrange appointments, conferences, meetings, and reservations; approve requisitions, vouchers, payrolls, and expenditures; keep budget accounts; prepare time tables; do typing and stenographic work as assigned for staff members of the department; write routine letters; perform related duties as assigned.

Qualifications:

High school graduation, with college degree required unless offset by University experience of special value and significance; high intelligence and clerical aptitude; secretarial experience, of which at least one year must have been in a university or college; tact; poise; pleasant personality; minimum age 21.

LAUNDRY SERVICEMAN

Definition:

Under direct supervision, to be responsible for collecting and delivering laundry and performing necessary clerical work connected with such collection and delivery.

Duties by Example:

To collect soiled linens; count and mark soiled linens; make up laundry tickets; keep records of laundry collections and deliveries; deliver cleaned linens; perform related duties as assigned.

Qualifications:

Grade school education; good health; ability to keep records; dependability; integrity; at least two years of laundry experience; minimum age 25.

MEDICAL SOCIAL WORKER
(Division of Services for Crippled Children)

Definition:

Under the direction of the Supervisor of Medical Social Service, to be responsible for the medical social service work in an assigned area as it relates to patients for whom the Division of Services for Crippled Children has assumed treatment.

Duties by Example:

To cooperate with social, welfare, health, and other agencies both public and private, in effecting medical treatment; to conduct investigations and report on the economic and social condition of cases; interpret to children, parents, and agencies concerned, the social implications of medical diagnosis and treatment; arrange for care of patients and make necessary contacts with relatives; under medical direction and supervision to undertake the treatment of social difficulties of patients; work cooperatively with other professional staff members of the Division; maintain records and reports; perform related duties as assigned.

Qualifications:

Graduation from an accredited college approved by the North Central Association, or similar accrediting body, with Bachelor's degree; completion of training course in medical social work which has been approved by the American Association of Medical Social Workers and which leads to a Master's degree; two years of experience in a medical social service department in a hospital or clinic under the supervision of a qualified medical social worker; one year of experience as a medical social

MEDICAL SOCIAL WORKER
(Division of Services for Crippled Children)
(Continued)

Qualifications: (Continued)

service worker in a public medical care program, preferably in a crippled children's program; interest in, and ability to work with, people; supervisory ability; ability to exercise good judgment in evaluating situations and in making decisions; pleasing personality; tact and enthusiasm; good health; minimum age 25.

MEDICAL SOCIAL WORKER
(Chicago Professional Colleges)

Definition:

Under supervision, to perform social service requiring a thorough knowledge of medical social work.

Duties by Example:

To interview cases; secure medical histories of patients; confer with social agencies and investigate and report the economic and domestic conditions of cases; undertake the treatment of social difficulties of patients; interpret to children, parents, and agencies the social implications of medical diagnosis and recommendations; arrange for care of patients; make necessary contacts with relatives; cooperate with relief and social welfare agencies in effecting medical treatment; make reports; keep records; perform duties as assigned.

Qualifications:

University graduation in medical social work and at least two years of experience in medical social work work, one year of which must have been in a hospital clinic or public medical care program under the supervision of a qualified medical social worker; or: graduation from a two-year course in an approved school of social work in a recognized social service department of a hospital or clinic, one year of which must have been in a public medical care program under the supervision of a qualified medical social worker; good physical health; pleasing personality; supervisory ability; tact; good judgment; minimum age 25.

SUPERVISING PSYCHIATRIC SOCIAL SERVICE WORKER

Definition:

Under administrative supervision, to be responsible for the performance of psychiatric social service activities.

Duties by Example:

To supervise subordinates; cooperate with physicians in planning and participating in staff meetings and teaching groups; interpret to social agencies and community groups the work of the psychiatric social service department; assist with the training of students; do interviewing in case work; perform related duties as assigned.

Qualifications:

University graduation from a recognized school of social work with specialization in psychiatric social work and special training in psychiatric clinical field work; two years of experience as a paid case worker in a psychiatric clinic or mental hospital; <u>or</u>, two years of college training, including one year of psychiatric clinical field work; four years of experience as a paid case worker in a recognized social agency, at least two years of which must have been in a psychiatric clinic or mental hospital work; supervisory ability; pleasing personality; poise; good judgment; minimum age 27.

PSYCHIATRIC SOCIAL SERVICE WORKER

Definition:

Under supervision, to perform psychiatric case work and associated activities.

Duties by Example:

To interview relatives of newly admitted patients; explain procedures; obtain operative permits, etc.; secure psychiatric social histories of patients; through continued case work, attempt such changes in emotional and physical environment as are necessary for the adjustment of mental patients; cooperate with social agencies and interpret to them the psychiatric needs of patients; do follow-up work with discharged patients and their families; assist social service students assigned for psychiatric field work; participate in staff meetings; compile reports; perform related duties as assigned.

Qualifications:

University graduation, with special training in psychiatric social service work, or one year of training in a recognized school of social work, including two semesters or the equivalent of psychiatric clinical field work, and two years of full-time experience as a paid case worker in a recognized social agency; understanding of, and skill in, the use of psychiatric case work techniques; ability to cooperate with staff members, students, patients, and relatives of patients; stability; poise; minimum age 25.

SENIOR STATISTICIAN

Definition:

Under administrative supervision, to originate, plan, direct, and conduct statistical research, and to analyze and prepare for publication the results thereof.

Duties by Example:

To originate and plan statistical research; collect, analyze, and present complex statistical data; supervise charting and diagramming of data; interpret data and summarize results; prepare findings for publication; make constructive criticism of statistical studies; appraise comparative values of various statistical techniques; supervise statistical and clerical workers; perform related duties as assigned.

Qualifications:

University graduation with master's degree in statistics or mathematics; six years of experience in progressive, responsible statistical research; evidence of ability to plan statistical undertakings, collection and compilation of data; interpretation and evaluation of current statistics in the form of some published article or articles; acquaintanceship with current literature and advanced statistical techniques; supervisory ability; minimum age 25.

JUNIOR STATISTICIAN

Definition:

Under administrative supervision, to prepare, analyze, and interpret material requiring a comprehensive knowledge of statistics.

Duties by Example:

To be responsible for the compilation and interpretation of statistical data; prepare both regular and tabulated reports; keep records and files; interpret trends; plan procedure and technique for solution of statistical problems; analyze quantitative statistical data; operate calculating machines; perform related duties as assigned.

Qualifications:

University graduation with special training in statistics and mathematics; ability to prepare, analyze, and interpret complex statistical data; accuracy; thoroughness; good judgment; minimum age 21.

STOREKEEPER

Definition:

Under supervision, to be responsible for store-room and inventories.

Duties by Example:

To assist in the receiving, storage, and issuing of supplies and equipment; in requisitioning and making up of work orders; in the supervision and keeping of inventories of equipment, supplies, perpetual inventories, and stock records.

Qualifications:

High school graduate; good general knowledge of and experience in requisitioning, receiving, issuing, storage, and purchasing procedures; good physical condition; good judgment; dependability.

ARCHITECTURAL SUPERINTENDENT

Definition:

Under administrative supervision, to be responsible for general supervision of University building construction and preparation of construction documents in connection therewith.

Duties by Example:

To provide general supervision of University building construction, both new and alteration work, including handling of construction documents dealing with such construction, direct field tests, maintain job cost records, prepare field reports.

Qualifications:

Graduation from college with degree in architecture, architectural engineering, or civil engineering or high school graduation, with equivalent demonstrated ability acquired through other training and experience; minimum age 30.

SUPERINTENDENT OF BUILDING MAINTENANCE

Definition:

Under administrative supervision, to be responsible for the maintenance and repair of University buildings and structures, for the direction of the work of the general building trades craftsmen, and for the direction of open job order work.

Duties by Example:

To establish standards and long term programs for maintenance and modernization of University buildings and structures; establish working schedules and be responsible for direction of work in the execution of maintenance and modernization programs; be responsible for supervision of repairs, replacements, additions, and alterations of Physical Plant and departmental equipment when executed by University employees; operation of Physical Plant and departmental equipment when executed by University employees; operation of Physical Plant Routing Office and tool room; preparation and maintenance of service drawings and maps; preparation of estimates, establishment of unit costs for estimating purposes, and maintenance of records; surveys, structural investigations, and reports; perform related duties as assigned.

Qualifications:

University graduation, with special training in engineering or architecture; extensive experience in construction and maintenance of industrial, public, or institutional buildings, two years of which must have been in a supervisory capacity; knowledge of

SUPERINTENDENT OF BUILDING MAINTENANCE
(continued)

Qualifications: (continued)

building construction methods, materials and equipment; thorough knowledge of building codes, shop practice, and engineering design; administrative ability; resourcefulness; integrity; ability to direct a large group of men; tact; good physical condition; minimum age 30.

ASSISTANT SUPERINTENDENT OF BUILDINGS AND GROUNDS
(Chicago)

Definition:

Under the Superintendent of Buildings and Grounds, to exercise general supervision over all divisions of the Chicago Physical Plant.

Duties by Example:

To supervise the operation and maintenance of the heating plant, routing office, and drafting room; supervise the work of trade crafts in maintaining buildings; assist in the preparation of the departmental budget; assist in estimating improvements and remodeling; confer with University officials on physical plant problems; perform related supervisory duties as assigned.

Qualifications:

University graduation, with major in mechanical, civil, or architectural engineering; five years of experience in engineering work, of which at least three years must have been in a supervisory capacity; ability to organize and direct a large staff; good judgment; accuracy; dependability; good physical condition; minimum age 30.

ASSISTANT SUPERINTENDENT OF BUILDINGS AND GROUNDS (Galesburg)

Definition:

Under Superintendent of Buildings and Grounds, to give general assistance in the administration and operation of the Physical Plant on the Galesburg Campus.

Duties by Example:

To handle routine administrative matters for the Superintendent of Buildings and Grounds, including correspondence, budgets, cost of operation and maintenance data; be responsible for the preparation of operating reports and statistics and for internal audit control; prepare administration operating procedures; perform related duties as assigned.

Qualifications:

College graduation, with a degree in accountancy or business administration desirable; some knowledge of procedure writing; three years of office experience, at least one year of which must have been in a supervisory capacity; tact; integrity; good judgment; ability to deal harmoniously with staff and the general public; minimum age 28.

SUPERINTENDENT OF McKINLEY HOSPITAL

Definition:

Under the Health Officer, to be responsible for the operation and maintenance of McKinley Hospital.

Duties by Example:

To be responsible for the operation and maintenance of the hospital; supervise staff; requisition routine equipment and supplies; purchase drugs and medical supplies; approve pay rolls; keep inventories and records; supervise general care and comfort of patients; perform related duties as assigned.

Qualifications:

University graduation with degree in nursing; five years of experience in nursing, of which at least two years must have been in a supervisory capacity; administrative ability; tact; good judgment; thorough knowledge of hospital organization; ability to deal harmoniously with staff, patients, and the general public; minimum age 28.

SUPERINTENDENT OF OPERATIONS
(Chicago and Urbana)

Definition:

Under administrative supervision, to be responsible for grounds maintenance, truck and car operation, garage operation, building operation (janitorial service), police and watchmen service, and for related work involved.

Duties by Example:

To establish standards of operation for the above responsibilities and for the training of personnel involved; establish working schedules and be responsible for direction of work to meet the established standards; be responsible for materials, supplies, tools, and mechanical equipment required for the work and as assigned; be responsible for the operation of nursery and greenhouses; develop long term planting and grounds improvement programs; be responsible for the physical arrangements in buildings and on grounds for extra-curricular performances, such as concerts, lectures, athletic events, etc.; be responsible for traffic and parking in connection with University functions; develop budgets for programs and be responsible for the expenditure of funds for operation and maintenance of services assigned; perform related duties as assigned.

Qualifications:

College or technical school graduation with special training in landscape architecture or the equivalent in experience and training; extensive and responsible experience in the management and maintenance of grounds and properties, of which two years must have been in a supervisory capacity; administrative ability; resourcefulness; integrity; ability to direct a large group of men; tact; good physical condition; minimum age 30.

SUPERINTENDENT OF OPERATIONS
(Galesburg)

Definition:

Under administrative supervision, to be responsible for direction of supervisory janitorial service, police service, fire protection, messenger service, operation of post office, and for related work involved on the Galesburg Campus.

Duties by Example:

To establish standards of operation for the above responsibilities and for training of personnel involved; establish working schedules and be responsible for direction of work to meet the established standards; be responsible for materials, supplies, tools, and mechanical equipment required for the work and as assigned; be responsible for physical arrangements in buildings and on grounds for extra-curricular performances, such as concerts, lectures, and athletic events; be responsible for police and watchman service; be responsible for inspection of buildings and the operation and maintenance of fire protection facilities; supervise operation of fire station; supervise operation of campus post office and messenger service; perform related duties as assigned.

Qualifications:

High school graduation, with college or technical school graduation preferred, or the equivalent in experience and training; extensive and responsible experience in management and maintenance of properties of which two years must have been in a supervisory capacity; administrative ability; resourcefulness; integrity; ability to direct a large group of employees; tact; good physical condition; minimum age 30.

ASSISTANT SUPERINTENDENT OF OPERATIONS
(Chicago)

Definition:

Under the administrative supervisor, to assist in th the supervision of the Buildings Operations Division.

Duties by Example:

To consult with and supervise janitor crew leaders, janitor foremen and supervising housekeepers; advise them on the proper use of materials and supplies; organize work assignments and time schedules; advise them on methods of cleaning furnishings and equipment; be responsible for the training of supervisors and foremen; establish standards and methods for inspection of buildings; approve time cards and check requisitions; assist the Superintendent of Buildings in the formulation of an efficient managment program; perform related duties as assigned.

Qualifications:

High school graduation; university graduation preferred; experience may be substituted year for year for university graduation; supervisory ability; tact; good judgment; ability to meet and to deal with people; minimum age 25.

ASSISTANT SUPERINTENDENT OF PRINT SHOP

Definition:

Under the Superintendent, to assist in the maintenance, operation, and supervision of the Print Shop.

Duties by Example:

To assist in the general supervision of the entire Print Shop; confer with Foremen on printing matters; approve press proofs; assist in planning of printing jobs, including typographical lay-out, design, printing, and engravings; review job printing for quality of workmanship; make preliminary estimate of costs of production on printing work; perform supervisory duties as assigned.

Qualifications:

High school graduation; at least five years of experience as Foreman of a composing room, or ten years of experience in composing room work; thorough knowledge of printing methods of production and printing equipment; competence as a Compositor and Linotype Operator; thorough knowledge of book and job printing; ability to handle men; supervisory ability; good judgment; tact; ability to deal harmoniously with others; minimum age 30.

SUPERINTENDENT OF REPAIRS AND UTILITIES
(Galesburg)

Definition:

Under administrative supervision, to be responsible for the operation and maintenance of the heating plant, water treatment plant, incinerator, steam, light, power, gas, and water distribution, swimming pool, building maintenance, projection service, sound or public address systems, telephone system, maintenance shops, and for related work involved on the Galesburg campus.

Duties by Example:

To establish standards of operation for the above responsibilities and for the training of personnel involved, to establish working schedules and be responsible for direction of work to meet the established standards; be responsible for materials, supplies, tools, and mechanical equipment required for the work and as assigned; be responsible for supervision of repair and replacement, additions, or alterations to Physical Plant and departmental equipment, when executed by University employees;preparation of estimates, establishment of unit costs for estimating purposes and for preparation of operating budget; perform related duties as assigned.

Qualifications:

High school graduation, University graduation in mechanical, civil, or architectural engineering preferred, or the equivalent in experience and training; extensive and responsible experience in the management and maintenance of properties, of which two years must have been in a supervisory capacity; administrative ability; resourcefulness; integrity; ability to direct a large group of employees; tact; good physical condition; minimum age 30.

SUPERINTENDENT OF ROADS, GROUNDS, AND TRANSPORTATION (Galesburg)

Definition:

Under administrative supervision, to be responsible for grounds maintenance, truck and car operation, garage operation, trash and garbage pickup, pest control, and to perform related work involved.

Duties by Example:

To establish standards of operation for the above responsibilities and for the training of personnel involved; establish working schedules and the responsibility for direction of work to meet the established standards; be responsible for materials, supplies, tools, and mechanical equipment required for the work and as assigned; develop planting and grounds improvement program; prepare and maintain record for budget purposes; perform related duties as assigned.

Qualifications:

Graduation from recognized school of landscape architecture, or the equivalent in experience and training; extensive and responsible experience in maintenance of grounds and equipment of which two years must have been in a supervisory capacity; administrative ability; resourcefulness; integrity; ability to direct a large group of employees; tact; good physical condition; minimum age 30.

SUPERINTENDENT OF SANITATION AND SAFETY

Definition:

Under administrative supervision, to be responsible for operation of Fire Station, Water Station, departmental safety program, pest extermination, and related work involved in the maintenance of high sanitation and safety standards.

Duties by Example:

To establish standards for training firemen and for the operation and maintenance of fire protection facilities; supervise operation of fire station; establish standards for purification and protection of water supply; supervise the construction, operation, and repair of water station equipment; supervise operation of swimming pools, food service inspection as assigned, and pest extermination; be responsible for budgeting and for expenditure of funds for operation and maintenance of services assigned.

Qualifications:

College or technical school graduation; with special training in sanitary or civil engineering; extensive practical experience in sanitary engineering work; knowledge of statutes relating to standards of sanitation as they apply to the University of Illinois; knowledge of standards of fire protection and necessary equipment; knowledge of the methods of operation of filtration plants and the production of pure, healthful water; tact; good judgment; ability to deal harmoniously with the faculty and staff; minimum age 26.

SUPERINTENDENT OF UTILITIES

Definition:

Under administrative supervision, to be responsible for providing heat, light, and power service to the University and to exercise general and technical supervision over the University heating and power plant and related services.

Duties by Example:

To plan, organize, coordinate, and direct the staff of the power plant and steam distribution system and related services; give active assistance, supervision, and instruction to staff; be responsible for reports on purchases, deliveries, maintenance, and operating expenditures; prepare budgets; issue requisitions and work orders; supervise the design, specifications, and layout of major improvements; handle correspondence; cooperate with the other divisions of the Physical Plant staff; upon request, make recommendations on organization and management of Physical Plant problems; perform related duties as assigned.

Qualifications:

Graduation from a college or university of recognized standing, with major work in mechanical and steam engineering or an equivalent combination of education and training; thorough knowledge of boilers, engines, pumps, motors, and other power plant equipment; familiarity with State laws and regulations relating to power plant operation; mechanical skill and aptitude; organizing and supervisory ability; resourcefulness; good judgment; extensive experience in a plant of similar capacity, at least two years of which has been in a supervisory capacity with major responsibility; good physical condition; ability to deal harmoniously with the administrative staff of the University; minimum age 30.

CREAMERY SUPERVISOR

Definition:

Under administrative supervision, to be responsible for the efficient operation and maintenance of a dairy.

Duties by Example:

To plan the work for the men in the dairy; supervise work; operate creamery machinery; make butter, cheese and ice cream; pasteurize milk and cream; supervise bottling of milk; keep production and plant records; make tests; make reports; supervise maintenance of compressors, motors, machines, and equipment; keep dairy equipment in sanitary condition; keep inventories; perform related duties as assigned.

Qualifications:

University graduation with major in dairy technology desirable; three years of experience in the manufacture of dairy products; thorough knowledge of mechanical refrigeration; in lieu of University degree, experience of responsibility in the manufacture of dairy products may be substituted year for year up to a maximum of four years; thorough knowledge of the manufacture of butter, cheese, and ice cream; ability to handle men; certification by University health officer as food handler; minimum age 26.

CUSTODIAL SUPERVISOR

Definition:

Under direction, to supervise work involved in the care and maintenance of buildings and grounds.

Duties by Example:

To supervise janitorial staff; arrange and adjust work schedules; make work assignments; supervise preparation for public functions; make out minor repair orders; direct movement of department equipment; check time cards; inspect work, buildings, and equipment; perform related duties as directed.

Qualifications:

Grade school graduation, high school graduation preferred; extensive experience in custodial work, of which three years must have been in a university or college; supervisory ability; good physical condition; tact; good judgment; minimum age 25.

DINING ROOM SUPERVISOR

Definition:

Under direction, to supervise the operation of a dining room or lunch room.

Duties by Example:

To supervise dining room and kitchen employees; assist in the planning of menus; supervise serving of foods; supervise storeroom; make reports; arrange work schedules; assist in planning banquets and special functions; make inventories; be responsible for the general appearance of the dining room and kitchen, the care of linen, silver, and equipment; perform related duties as assigned.

Qualifications:

High school graduation; university graduation with training in home economics desirable; experience in dining room operation; pleasing personality; excellent physical condition; good appearance; minimum age 20.

FOUNTAIN SUPERVISOR

Definition:

Under general supervision, to be responsible for the complete operation of a soda fountain.

Duties by Example:

To plan working schedules for employees; supervise their work; order supplies from kitchen and storeroom; oversee cleaning and maintenance; receive cash from cashier and make deposits; make daily reports to manager.

Qualifications:

High school education; five years of experience in fountain work; two years of supervisory experience; tact; pleasing personality and appearance; ability to get along with the public; good physical condition; ability to direct employees; knowledge of food and prices; minimum age 28.

INTAKE SUPERVISOR

Definition:

Under administrative supervision, to direct and supervise the activities of the Intake Division of the Clinics and perform related work as required.

Duties by Example:

To supervise the intake interviewers in their work; take personal and social histories of patients; interview patients to ascertain their eligibility for clinic care in accordance with the policy of the institution; confer with agencies and with the Director of Clinics on problematical cases; maintain necessary records.

Qualifications:

Graduate of a recognized college or university with work in sociology, psychology, and social administration; two years experience in either an accredited hospital or a social agency; a real interest in human beings; capacity to supervise others; tact; skill in interviewing and in professional relationships with physicians, social agencies, and others.

INVENTORY SUPERVISOR

Definition:

Under the Purchasing Agent, to be responsible for the maintenance of a complete inventory record system for University equipment, and to study the use made of equipment and insofar as possible to reassign in instances of greater need.

Duties by Example:

To be responsible for the maintenance of a tabulating card inventory system for all permanent University equipment, and a card system for the classification of equipment; make suggestions for improving the system; assign appropriate code numbers to each item of permanent University equipment; maintain a manual of instructions for the use of all persons working with inventories; advise departments concerning inventory procedures; study the use made of permanent equipment throughout the University and make recommendations for reassignment where desirable; prepare reports; perform related duties as assigned.

Qualifications:

University graduation; extensive experience in inventory work desirable; some of which should have been in a supervisory capacity; thorough knowledge of inventory procedures and of coding, filing, and record work; accuracy; good judgment; ability to work harmoniously with staff members; minimum age 25.

LAUNDRESS SUPERVISOR

Definition:

Under direction, to supervise work of laundresses.

Duties by Example:

To supervise and direct laundresses working on the mangle; shake out flat work; feed flatwork, folding and separating flat work, rough dry from tumbler; be responsible for work performed; perform related duties as directed.

Qualifications:

Grade school education; at least three years of laundry experience; ability to direct workers; good health; initiative; dependability; tact; minimum age 25.

MAILING SERVICE SUPERVISOR

Definition:

Under the Director of the University Press, to be responsible for the operations of the Mailing Service.

Duties by Example:

To be familiar with all mailing procedures and requirements; be familiar with various types of mailing machines and postal meter machines and with their operation; supervision of Messengers; supervision of mailing service employees.

Qualifications:

University graduation desirable, with experience in handling mail; university graduation not required if offset by considerable experience in mail handling; supervisory ability; pleasing personality; integrity; dependability; good judgment.

MEDICAL SOCIAL SERVICE SUPERVISOR
(Division of Services for Crippled Children)

Definition:

Under the Director, to be responsible for the medical social program of the Division of Services for Crippled Children.

Duties by Example:

To evaluate the needs of the medical social service program; participate in general planning of the Division's program to increase the understanding and skill in social service to sick people on the part of staff members; plan and direct the activities of the medical social service staff; direct recruitment and orientation of the staff members in medical social service program; give consultation on medical social service problems to the members of the Division staff; interpret and promote the policies and procedures of the Division as related to medical social service; establish and maintain effective working relationships with health, welfare, educational, vocational, and other public and private agencies throughout the State; correlate the medical social service adjustment program for individual children with other services of the Division of Services for Crippled Children; maintain records and reports; perform related duties as assigned.

Qualifications:

Graduation from an accredited college approved by the North Central Association or similar accrediting body with Bachelor's degree; completion of a training course in Medical Social Work approved by the American Association of Medical Social Workers which leads to a Master's degree

MEDICAL SOCIAL SERVICE SUPERVISOR
(Division of Services for Crippled Children)
(Continued)

Qualifications: (Continued)

from an approved college or university in medical social work; five years of experience in medical social service work, two of which should be in an accredited hospital or clinic social service department, under the supervision of a qualified medical social worker; two years of experience in a public medical care program, at least one of which should be in a crippled children's program; at least three years of the above experience must have been in a responsible administrative capacity in medical social service work in a recognized agency; interest in and ability to work with other people, including good leadership qualities; ability to exercise good judgment in evaluating situations and in making decisions; supervisory ability; tact; enthusiasm; good judgment; pleasing personality; good health; minimum age 28.

NURSING SERVICE SUPERVISOR
(Division of Services for Crippled Children)

Definition:

Under the Director, to be responsible for the nursing aspects of the Division's state-wide program of services for crippled children.

Duties by Example:

To evaluate the needs of the nursing program; plan and direct the activities of the nursing staff; arrange for in-service training programs; establish and maintain effective working relationships with health, welfare, and other public or private agencies throughout the state; plan and conduct staff educational programs such as institutes, conferences, and demonstrations, which will stimulate increased interest in, and cooperation with, the Division's program; cooperate in the development of a well-rounded medical, nursing, and social service program.

Qualifications:

College graduation from an accredited school; graduation from an accredited school of nursing, and State Registration within a year after beginning work; completion of an approved one-year program of study in Public Health Nursing; completion of an approved course in physical therapy, or completion of an approved combined course in orthopedic nursing and physical therapy; advanced training in pediatric nursing preferred, and a course in supervision desirable; four years of experience in a generalized public health nursing agency, two of which must have been in a

NURSING SERVICE SUPERVISOR
(Division of Services for Crippled Children)
(Continued)

Qualifications: (Continued)

responsible supervisory capacity, or at least two years of public health nursing experience and not less than three years of nursing experience in a responsible supervisory capacity; three years as a nursing consultant in an agency rendering services to crippled children; supervisory and administrative ability, including good leadership qualities; interest in, and ability to work with, people; ability to exercise good judgment in evaluating situations and in making decisions; good health; minimum age 28.

ASSISTANT NURSING SERVICE SUPERVISOR
(Division of Services for Crippled Children)

Definition:

Under the direction of the Supervisor of Nursing Services, to assist with the development of the nursing aspects of the Division's state-wide program of services for crippled children.

Duties by Example:

To assist in the execution of the field activities planned for the nursing staff; be responsible for the nursing aspects of the special services of the Division.

Qualifications:

College graduation from an accredited school; graduation from an accredited school of nursing, and state registration in Illinois within a year after beginning work; completion of an approved one-year program of study in Public Health Nursing; completion of an approved course in physical therapy or completion of an approved combined course in orthopedic nursing and physical therapy; advanced training course in pediatric nursing desirable; a course in supervision desirable; four years of experience in a generalized Public Health Nursing agency, two of which must have been in a responsible supervisory capacity or as a supervisor; two years of experience as a nursing consultant in an agency rendering services to crippled children; supervisory and administrative ability, including good leadership qualities; interest in, and ability to work with, people; ability to exercise good judgment in evaluating situations and in making decisions; good health; minimum age 28.

OFFICE SUPERVISOR

Definition:

Under the Dean of a College, to exercise general supervision over the clerical and stenographic staff of the College, Station, or Extension staff.

Duties by Example:

To establish uniform standards for stenographic, clerical, and mimeograph work; confer with department heads and office staff concerning matters of office procedure; keep College personnel records; assist department heads and the Dean on budget matters involving clerical staff; approve or recommend for approval requisitions for office equipment; edit and proofread material submitted for mimeographing; prepare reports; approve wage pay rolls for clerical staff; meet with and advise departments concerning policies, procedure, and good office practice; keep abreast of modern trends in business practice and procedure; perform related duties as assigned.

Qualifications:

University graduation, with special training in business administration; extensive experience in secretarial work, of which at least three years must have been in a supervisory capacity; thorough knowledge of modern office practices and procedures; tact; integrity; good judgment; ability to deal harmoniously with faculty and staff; minimum age 25.

POWER PLANT SHIFT SUPERVISOR

Definition:

Under the Power Plant Mechanical Engineer, to have immediate charge of and be responsible for the operation and maintenance of the power plant and equipment during working hours of shift as assigned.

Duties by Example:

To supervise and direct the work of Plant Operating Engineers, Power Plant Mechanics, Water Station Operators, coal and ash handlers, and other employees as assigned; assist the Power Plant Mechanical Engineer in the development of operating standards and preventive maintenance programs; train and direct the work of the employees assigned to maintain those standards and programs; record data and operating statistics of shift assignment; perform related duties as assigned.

Qualifications:

Sufficient technical training and experience to make performance tests of fuels and equipment; some college or university training, or the equivalent in special training courses is preferred; supervisory training, experience, and ability to direct the work of power plant employees on shift assignment; sufficient knowledge of power plant design to direct operation and maintenance of power plant with the minimum of technical assistance; resourcefulness; dependability; loyalty to University policies and objectives; good judgment; ability to work harmoniously with the power plant staff; minimum age 25.

PSYCHOLOGICAL SERVICE SUPERVISOR

Definition:

Under the Director, to be responsible for the development and carrying out of a program of psychological services for children served by the Division of Services for Crippled Children.

Duties by Example:

To develop and utilize psychological resources in consultation with parents, physicians, school authorities, nurses, and social workers; determine mental educability of children; develop educational and vocational plans for them; work cooperatively with public and private agencies of all kinds; correlate psychological services with the other professional services of the Division; perform related duties as assigned.

Qualifications:

Graduation from an approved college or university, with a major in social studies, psychology, or education; master's degree or its equivalent from an approved college or university, with a major in clinical psychology; minimum of five years of experience in psychological work in a public school, college, university or social agency clinic, at least two of which must have been in a supervisory capacity; comprehensive and specialized knowledge of the principles and techniques of clinical psychology, guidance, and good judgment; good physical condition; ability to travel extensively; minimum age 28.

RECORD ROOM SUPERVISOR
(Division of Services for Crippled Children)

Definition:

Under the Director, to be responsible for the development and maintenance of a reference library containing professional and educational material for the use of the professional staff of the Division of Services for Crippled Children.

Duties by Example:

To maintain a system of circulation of current literature, pamphlets, books, and news releases for the professional staff and district offices; maintain a permanent library of literature, educational material, and magazines; develop channels for the dissemination of information; abstract journals, special dictionaries, and professional publications and pamphlets for the use of the professional staff; review and evaluate books in special fields related to the professional work of the Division; keep the staff members adequately informed of significant new contributions in each of their professional fields and those related to the medical, educational, and social program; examine government and state documents and publications, clinic and foundation publications as a source for reference material; arrange cooperative exchanges with other libraries; secure information on current national legislation which affects the services of the Division and its cooperating agencies; report daily on legislative proposals and actions taken by the General Assembly on bills which are of interest and pertinent to the Division program;

RECORD ROOM SUPERVISOR
(Division of Services for Crippled Children)
(continued)

Duties by Example: (continued)

supply district offices with educational material suitable for distribution to parents; collect and maintain exhibits useful to parents and individuals working with crippled children; gather data in relation to such programs or projects; plan lay-outs and exhibits illustrative of the work and program of the Division.

Qualifications:

Graduation from an accredited college or university, with a major in journalism or library science; special courses in composition and design; one year of training in library science desirable; knowledge of typing; three years of experience, one year of which should have been in editorial work and two years of which should have been medical library or clinic, which included the organization and set-up of a library plan; pleasing personality; tact; resourcefulness; good judgment; ability to work with other people; ability to exercise good judgment and discrimination in selecting and evaluating professional material; good health; minimum age 25.

ROUTING SUPERVISOR

Definition:

Under the Superintendent of Buildings and Grounds, to be responsible for the routing of all reports for repairs and maintenance of buildings and grounds.

Duties by Example:

To issue work orders to perform all job orders; supervise subordinates; issue material requisitions to the Purchasing Department; set up repair orders for detailed statements; check breakdown on repair jobs for work order, number, class, labor, and materials; close out job orders; assign automobiles to staff; check progress reports on open jobs; perform related duties as assigned.

Qualifications:

High school graduation; five years of experience in the University Physical Plant, at least two years of which must have been in the Routing Office; thorough knowledge of Physical Plant job order system and accounting procedures; knowledge of building trades terminology; tact; ability to cooperate with associates; minimum age 25.

SEWING AND SURGICAL DRESSING SUPERVISOR

Definition:

Under the direction of the Administrator to supervise and administer the mending and manufacture of hospital linens, and the packaging and issue of surgical dressings.

Duties by Example:

To supervise and assign duties to personnel; direct and assist in pattern design, layout and cutting of materials; requisition materials needed for production and distribution; consult with purchasing agent in selection of materials, garments and supplies used in fabrication of hospital linens; keep cost records on time and materials and allocate them to job sheets and work orders; consult with hospital departments concerning special linen requirements; exercise judgment as to method of mending and repair of hospital linens and garments; requisition and package surgical dressings according to hospital requirements; perform related duties as assigned.

Qualifications:

High school graduation; three years of experience as power sewing machine operator, at least one year of supervisory experience; ability to manufacture and interpret patterns; knowledge of textiles and surgical supplies; good physical condition; supervisory ability; minimum age 30.

SPEECH AND HEARING SERVICE SUPERVISOR
(Division of Services for Crippled Children)

Definition:

Under the Director, to be responsible for the statewide speech and hearing rehabilitation program of the Division of Services for Crippled Children.

Duties by Example:

To evaluate existing facilities in speech and hearing rehabilitation; correlate the speech and hearing aspects of the Division program with other facilities in the state and encourage the further development of facilities; conduct speech and hearing clinics for diagnostic and treatment purposes throughout the state; arrange with physicians, nurses, speech correctionists, and school officials for treatment, education, and follow-up care; render consultation service in speech and hearing rehabilitation; determine eligibility of children with speech and hearing defects for re-education; correlate speech and hearing rehabilitation services with other services of the Division of Services for Crippled Children; perform related duties as assigned.

Qualifications:

Graduation from an approved college or university, with a major in speech re-education or pathology; Master's degree from a recognized college or university in speech correction, or in clinical psychology, including advanced courses in the hard-of-hearing field; course in supervision

SPEECH AND HEARING SERVICE SUPERVISOR
(Division of Services for Crippled Children)
(continued)

Qualifications: (continued)

recommended; at least four years of experience in speech correction, including two years supervisory experience in the public schools, a hospital, or a university clinic; experience in program planning and development of speech correction services; supervisory and administrative ability, including good leadership qualities; ability to organize and carry out a state-wide program; ability to exercise good judgment in evaluating situations and in making decisions; tact; enthusiasm; interest in, and ability to work with, people; good health; freedom to travel extensively; minimum age 26.

STORES SUPERVISOR

Definition:

To be responsible for the supervision of Storekeepers and to coordinate activities and relationships of a group of storerooms.

Duties by Example:

To supervise employees working under his direction in the receiving, storage, and issuing of supplies and equipment; dispense stores and equipment to students, faculty, and the general public; keep inventory of entire stock; on occasion interview salesmen and assist in the purchase of stores and supplies; prepare reagents and solutions; do minor repair work; supervise the receipt, inspection, storage, pricing and billing of stocks; be responsible for storeroom accounts; be responsible for stock records; perform other supervisory duties necessary for the efficient operation of storerooms.

Qualifications:

High school graduation, college training desirable; at least five years of experience in stores clerk work, of which two years must have been in the University; good physical condition; accuracy; tact; supervisory ability; minimum age 21.

TABULATING MACHINE SUPERVISOR

Definition:

Under the Chief Accountant, to be responsible for the operation of the Tabulating Office.

Duties by Example:

To supervise the operation of tabulating equipment; wire contact boards; set and adjust machinery; make calculations; do minor repair work; supervise staff; consult with, and advise, department heads concerning their statistical and tabulating work; perform tabulating machine service for all departments upon request; keep time and cost records; charge departments for services; prepare Stores Vouchers; keep records; prepare reports; approve pay rolls; perform related duties as assigned.

Qualifications:

University graduation with special training in accounting or engineering; extensive experience with tabulating and statistical equipment, at least one year of which must have been in a college or university; tact; resourcefulness; good judgment; personality conducive to dealing harmoniously with faculty and staff; minimum age 25.

ASSISTANT TABULATING MACHINE SUPERVISOR

Definition:

Under the Supervisor, to assist in directing the operation of the Tabulating Office.

Duties by Example:

To operate all units of tabulating equipment as required; wire and check plugboards of accounting machines; assist the Supervisor as directed and be responsible for the operation of the office in his absence; check and route all materials coming into and going out of the office; be responsible for all work with deposits records done in the Tabulating Office; make all reconciliations; compute charges and bill for all service done in the office; be responsible for all inventory and adequacy of all tabulating supplies; compute monthly departmental profit and loss statements.

Qualifications:

University graduation, with basic training in accounting; full time experience in accounting work may be substituted year for year for a maximum of two years for university work; two years of full-time experience operating and wiring tabulating equipment, or satisfactory completion of training courses offered by manufacturers of tabulating equipment; tact; resourcefulness; good judgment; minimum age 22.

TRAINING SUPERVISOR, MEDICAL SOCIAL SERVICE

Definition:

To be responsible for the planning and carrying out of training programs for medical social students and practicing workers.

Duties by Example:

To plan and carry out field work placement and supervise planned experience for medical social students and practicing workers; arrange for their participation in related aspects of classroom instruction; assist in participation in educational programs for students in other professional fields, assist in participation in staff education programs; assist with any developed training project.

Qualifications:

Completion of an approved course in medical social work in an accredited school of social work; five years (within the last ten years) full-time paid experience in the practice of social work in an agency maintaining acceptable standards, which must include: one year of supervised experience in medical social work in a hospital or clinic whose social service department maintains acceptable standards, one year of supervisory responsibility for students or workers in social work, and one year of additional experience in work involving consultative, administrative, supervisory, or teaching responsibility; preference will be given to experience secured in public health or in public medical care programs.

<u>or</u>

TRAINING SUPERVISOR, MEDICAL SOCIAL SERVICE
(continued)

Qualifications: (continued)

Completion of a two-year course in an accredited school of social work; five years (within the last ten years) full-time paid experience in the practice of social work in an agency maintaining acceptable standards, which must include: two years of supervised experience in medical social work in a hospital or clinic maintaining acceptable standards; one year of supervisory responsibility for students or workers in social work, and one year of additional experience in work involving consultative, administrative, supervisory, case work, or teaching responsibility; preference will be given to experience secured in public health or in public medical care programs.

ASSISTANT TRAINING SUPERVISOR, MEDICAL SOCIAL SERVICE

Definition:

Under the Training Supervisor, Medical Social Service, to assist in the planning and carrying out of training programs for medical social students and practicing workers.

Duties by Example:

To assist the Training Supervisor, Medical Social Service, in planning and carrying out field work placement and supervising planned experience for medical social students and practicing workers, in arranging for their participation in related aspects of classroom instruction, and in the development of training projects; perform related duties as assigned.

Qualifications:

Completion of an approved course in medical social work in an accredited school of social work; three years of full-time paid experience in the practice of social work in an agency maintaining acceptable standards, two of which must include supervised experience in medical social work in a hospital or clinic whose social service department maintains acceptable standards.

<u>or</u>

Completion of a two year course in an accredited school of social work; three years of full-time paid experience in the practice of social work in an agency maintaining acceptable standards which must include: two years of supervised experience in medical social work in a hospital or clinic whose social service department maintains acceptable standards; one year of supervisory responsibility for workers or students.

SUPERVISOR OF ANIMAL HOSPITAL

Definition:

Under supervision, to be responsible for the operation of the animal hospital.

Duties by Example:

To be responsible for the operation of the department; train new employees; be responsible for records; regulate expenditures in conformity to budget appropriation; recommend purchases for the department; on occasion, design new equipment; cooperate with doctors; perform related duties as assigned.

Qualifications:

College graduation with special training in business; at least two years of experience in animal hospital work desirable; supervisory ability; minimum age 25.

ASSISTANT SUPERVISOR OF ANIMAL HOSPITAL

Definition:

Under the Supervisor, to be responsible for the maintenance and operation of the Animal Hospital.

Duties by Example:

To assist in establishing and maintaining rules and regulations for the Department; requisition the purchase of animals, feed, department supplies, and equipment; train and supervise subordinates; co-operate with, and assist, scientific and research staff members; give skilled assistance during operations on animals, administer anaesthesia to animals; maintain sterile operating rooms; operate X-ray equipment; make reports; keep inventories; perform related duties as assigned.

Qualifications:

University graduation, with special training in science; at least one year of experience in a medical or scientific laboratory; thorough knowledge of animal hospital operation; supervisory ability; high degree of technical skill; good physical condition; minimum age 21.

SUPERVISOR OF BUILDING CRAFTSMEN
(Chicago)

Definition:

Under direction, to supervise and be immediately responsible for directing the work of such employees and foremen of skilled trades and crafts performing the duties of carpenter, painter, electrician, construction laborer, mason, hanger, elevator, and others when assigned to the University's Physical Plant Department, Division of Building Maintenance, at the Chicago Professional Colleges.

Duties by Example:

To assign, direct, coordinate, and be responsible for the work of all employees in the Division of Building Maintenance either directly or through the foreman as the case may require; be responsible for reports of this division on purchases, deliveries, maintenance, and expenditures; prepare budgets; issue requisitions and work orders; cooperate with other divisions of the Physical Plant staff; follow up all phases of departmental work as assigned to this division; schedule proper routine building maintenance; prepare estimates as requested; perform related duties as assigned.

Qualifications:

High school graduation; college training in structural or architectural engineering preferred; extensive experience in construction and building maintenance work, at least two years of which must have been in a supervisory capacity; ability to lay out work and handle men; good physical condition; good judgment; minimum age 30.

SUPERVISOR OF CHICAGO ILLINI CENTER

Definition:

Under administrative direction, to supervise the operation and activities of the Chicago Illini Center.

Duties by Example:

To supervise the activities of the Chicago Illini Center; organize social and recreational programs; serve alumni in Chicago area; arrange alumni meetings in Chicago; promote the program for Illinois alumni; perform related duties as assigned.

Qualifications:

Graduation from the University of Illinois; training and experience in social activity work; enthusiastic interest in the University alumni program; pleasing appearance and personality; tact; minimum age 20.

SUPERVISOR OF CLINIC NURSES

Definition:

Under the direction of the department head, to be responsible for the organization and supervision of the Clinic Nurses.

Duties by Example:

To be responsible for assigning duties to nursing staff; cooperate with the faculties in the teaching program of the College of Medicine and the School of Nursing Education; cooperate with the Director of the Hospital Nursing Service; supervise all care and treatment of clinic patients; inspect clinics; hold staff conferences; recommend to the head of the department procedures for personnel management; handle correspondence and prepare reports; be responsible for efficiency of nursing service; maintain high standards of nursing service; perform related duties as assigned.

Qualifications:

High school graduation and graduation from an accredited three-year school of nursing in a hospital having a daily average of fifty or more patients; university nursing degree desirable; extensive experience in nursing work, including clinic experience, three years of which must have been in a supervisory or administrative capacity; poise; tact; good judgment; personality conducive to dealing harmoniously with nurses, patients, staff, and general public; ability to meet emergency situations calmly; make decisions readily; minimum age 30.

ASSISTANT SUPERVISOR OF CLINIC NURSES

Definition:

Under the Supervisor of Clinic Nurses, to assist in the supervision and operation of the outpatient nursing service.

Duties by Example:

To arrange daily working schedules of clinic nurses; prepare daily reports of employees in department; arrange for health check-up of nurses; make inspection of clinics and report findings; assist in supervising nursing service; assist in care and comfort of patients; order supplies for clinics; in the absence of the director assume the duties of that position; perform related duties as assigned.

Qualifications:

High school graduation and graduation from an accredited three-year school of nursing in a hospital having a daily average of fifty or more patients; university nursing degree desirable; extensive experience in nursing work, including clinic experience, three years of which must have been in a supervisory or administrative capacity; poise; tact; good judgment; personality conducive to dealing harmoniously with nurses, patients, staff, and general public; ability to meet emergency situations calmly; make decisions readily; minimum age 27.

SUPERVISOR OF HOUSEKEEPING

Definition:

Under supervision, to be responsible for routine work of a hospital housekeeping department.

Duties by Example:

To supervise the work of janitors, janitresses, and maids; inspect cleaning; train employees; check time cards; make work schedules; prepare requisitions; check supplies of linen and equipment; keep informed of latest practices in cleaning; perform related duties as assigned.

Qualifications:

High school graduation desirable; experience may be substituted year for year for high school training; thorough knowledge of housekeeping; neat appearance; good physical condition; personality suited to dealing with professional and administrative staff of the University; ability to meet emergency situations calmly; make decisions readily within scope of duties; minimum age 30.

SUPERVISOR OF INFORMATION OFFICE

Definition:

Under administrative supervision, to be responsible for the operation of the Information Office.

Duties by Example:

To give information about the University to students, faculty, and the general public; supervise campus mail service; distribute the weekly University calendar; perform Notary Public service for faculty and students; direct the work of clerical assistants; perform related duties as assigned.

Qualifications:

University graduation; thorough knowledge of University operation and personnel; pleasing personality; tact; ability to deal harmoniously with students, faculty, and the general public; minimum age 21.

SUPERVISOR OF LINEN SERVICE

Definition:

Under supervision of Hospital Administrator, to be in charge of the Linen Service and to perform related work as required.

Duties by Example:

To supervise the sorting, counting, storing, and issuing of clean linens to the various services; supervise the marking, repairing and condemning of all linens; requisition and receive new linen; maintain inventory records; check linen closets on the various wards; direct the pick-up, inventory, and delivery of soiled linens to the laundry.

Qualifications:

High school graduation desirable; two years of experience as linen supply attendant in an accredited hospital preferred; supervisory ability; excellent health; minimum age 28.

SUPERVISOR OF OFF-CAMPUS HOUSING

Definition:

Under administrative direction, to be responsible for the supervision of relationships between the Housing Division and off-campus student housing units.

Duties by Example:

To direct and coordinate activities relative to student housing; supervise inspection program; recommend approval or disapproval of student homes; supervise special permissions; inspect room and board units; inspect food service units; supervise cooperative housing; negotiate with prospective house operators; control approved sign program; arrange for housing directory; supervise collection of housing cards; hire student help; compile housing statistics; assemble and distribute information on housing facilities; advise students on housing problems; recommend settlement in student-landlord controversies; assist in house organization; gather and edit material for student housing handbook; arrange meetings of housemothers and operators to discuss problems arising from student housing.

Qualifications:

College degree, with some work in sociology, personnel relations, or related subjects; considerable experience in some phase of housing; good health; pleasing appearance and personality; ability to work with and to get along with people; male; minimum age 25.

ASSISTANT SUPERVISOR OF OFF-CAMPUS HOUSING

Definition:

Under direction of Supervisor of Off-Campus Housing, to assist in matters relating to the supervision of off-campus housing units.

Duties by Example:

To dictate replies to correspondence concerned with women's housing; plan inspections; confer with Housing Visitor; interview callers requesting housing information; edit reports on house inspections; hear complaints and assist in making contract adjustments; keep current list of vacancies up to date; attend meetings of such organizations as housemother groups and inter-sorority council; keep in close personal touch with organized women's groups; establish pleasant relations with community groups; participate in College Day programs as requested by Dean of Men; interview prospective, as well as former, students and interview parents requesting information on housing.

Qualifications:

College degree, preferably with some work in sociology, journalism, personnel administration, or related subjects; working knowledge of interior decoration, furniture values, and house construction desirable; ability to carry on effective correspondence; aptitude for getting along with people and for adjusting differences of opinion; good health; female; minimum age 21.

SUPERVISOR OF UROLOGY CLINIC

Definition:

Under the Director of Clinics, to supervise the Urology Clinic.

Duties by Example:

To be responsible for efficient management of the Urology Clinic; assist staff in teaching program; prepare patients for examination; assign patients to students and medical staff; assume responsibility for students' conduct; assist the doctors; assist in care and comfort of patients; check all patients' charts; make appointments for patients; arrange for consultation and transfers, make out laboratory requests; keep departmental records and files; maintain equipment and requisition supplies; prepare and catalogue pathological specimens; carry out delegated technical procedures in animal experimentation in research program; perform related duties as assigned.

Qualifications:

Male; high school graduate; graduate of an accredited three-year school of nursing in a hospital having a daily average of fifty or more patients preferred; at least three years' experience in hospital or clinic, preceding application; administrative experience desirable; ability to get along with others; ability to meet emergency situations; aptitude for investigative work; minimum age 24.

SUPERVISOR OF UROLOGY CLINIC
(continued)

Qualifications: (continued)

(Educational requirements may be waived, due to pecularities of position, where applicant has had several years of practical experience and has demonstrated particular ability and aptitude for this type of work. In such instances, the applicant must submit to and successfully pass a practical test and demonstration, arranged by members of the Urology Staff, and the Assistant Medical Director.)

SUPERVISOR OF VETERANS EQUIPMENT PROCUREMENT

Definition:

Under general supervision, but with considerable independence, to supervise the procurement of textbooks and equipment needed by students attending the University under Public Laws 346 and 16; to be responsible for the keeping of records satisfactory to the University Accounting Department, and to the officers of the Veterans Administration; to be responsible for the work of the clerical staff employed in the office.

Duties by Example:

To supervise the office staff and the procedure of the office; sign student order books and establish regulations concerning limitations of quantity and quality of equipment provided war veterans; approve vouchers in payment of textbooks and equipment purchased; handle correspondence of the office; interview students who have problems concerning procurement or complaints against policies adopted by the University limiting the amount or quality of equipment furnished; be responsible for records and reports required by the University and by the Veterans Administration; train new employees; request supplies and equipment; assign work to office staff; perform related duties as assigned.

Qualifications:

High school graduation and at least two years of university training, preferably in accounting, business procedure and personnel work; university graduation desirable; extensive training and

SUPERVISOR OF VETERANS EQUIPMENT PROCUREMENT
(Continued)

Qualifications: (Continued)

experience in office work, particularly in dealing with the public; thorough knowledge of University business procedures; pleasing appearance; resourcefulness; initiative; poise; personality conducive to dealing harmoniously with students, faculty, and the general public; minimum age 25.

TEACHER OF HANDICAPPED CHILDREN

Definition:

Under administrative direction, to be responsible for teaching in the elementary and high school.

Duties by Example:

To prepare class schedules; give placement tests; conduct classes at various levels equivalent to teaching given in the public school system; do individual and bedside teaching; contribute to treatment of the patient by utilizing appropriate instructions; conduct such studies as may be pertinent; keep such records and statistics as the department requires; perform related duties as assigned.

Qualifications:

Graduation from a recognized college or university, with a major in education, and at least two years of teaching experience in an accredited school; state certificate; minimum age 20.

AIRCRAFT INSTRUMENT TECHNICIAN

Definition:

Under direction of the Aircraft Maintenance Engineer, to perform responsible duties in the maintenance of aircraft and engine instruments at University Airport.

Duties by Example:

Test and repair altimeters, tachometers, pressure gauges, compasses, Gyros, turn and bank indicators, and other instruments; construction of experimental instruments.

Qualifications:

High school graduate, extensive experience in aircraft instruments; understanding of principle of aircraft instrument operation; manual skill; minimum age 20.

BRACE TECHNICIAN

Definition:

Under supervision, to perform duties in clinics and in the field involved in the fitting, adjusting, and repairing of orthopedic braces, appliances and supports, and render auxiliary services in the conduct of clinics in the field.

Duties by Example:

To confer with orthopedists on type of brace or appliance; secure from orthopedic surgeon specifications of equipment needed; fit orthopedic braces, appliances, supports, and shoes; take measurements and make molds and casts; make adjustments and repairs on orthopedic appliances, braces, and supports; order braces and supplies; maintain file of specifications and manufacturers; handle necessary correspondence; assist in rendering miscellaneous services in connection with clinics, e.g., arranging equipment and preparing examining rooms; perform related duties as assigned.

Qualifications:

High school graduation; some knowledge of methods of brace and appliance manufacture and repair; special training in fitting and adjusting braces and appliances; at least one year of experience in orthopedic clinics for crippled children, including the fitting of braces and appliances; clerical and stenographic experience; ability to drive car; good physical condition; ability to deal with people pleasantly; minimum age 25.

LABORATORY AND X-RAY TECHNICIAN

Definition:

Under the Superintendent of McKinley Hospital, to perform technical X-Ray and laboratory work.

Duties by Example:

To operate radiographic equipment and fluoroscope; develop X-Ray films; perform electrocardiography; perform laboratory techniques such as blood counts, urinalyses and bacteriological tests; perform metabolimetry; give therapeutic treatments; do sterilization and fumigation; perform related technical duties.

Qualifications:

University graduation, with special training in biological and physical science; at least three years of experience in X-Ray and laboratory technique; in lieu of college degree experience may be substituted year for year up to a maximum of four years; thorough knowledge and skill in laboratory and X-Ray technique; accuracy; personality conducive to harmonious cooperation with doctors, faculty, staff, and students; minimum age 25.

MUSICAL INSTRUMENT TECHNICIAN

Definition:

Under direction of Director of School of Music; to be in charge of Shop in Music Building and be responsible to Director for maintenance of musical instruments, except pianos.

Duties by Example:

To tune, regulate, and repair musical instruments, such as pipe and electric organs, string instruments, wind instruments, phonographs with radio amplifier, electric motors of the organs, phonographs, chimes, and direct current generators of the organs; keep University chimes and clock in working order, and check accuracy of time daily; keep complete stock of material on hand for all repairs; perform related miscellaneous duties as necessary or directed; act in supervisory capacity for care of all musical instruments, except pianos.

Qualifications:

High school graduate desirable; high degree of mechanical ability; extensive experience in maintenance and repair of all makes of pipe and electric organs and string and wind instruments; good knowledge of electricity; ability to operate lathes, drill press, electric saws, jointers, shapers, with precision tolerance; read blue prints; use calipers and micrometers; possess knowledge of clock and chimes mechanism; good physical condition; minimum age 28.

ASSISTANT PHOTOGRAPHIC TECHNICIAN

Definition:

Under direction, to assist in the technical work of a photographic laboratory.

Duties by Example:

To assist in the development of films; photostating; enlargement of photographs; trimming and checking of blueprints; set up lights, cameras, and background; assist in the making of lantern slides; perform other routine work as directed.

Qualifications:

High school graduation; training in photography desirable; mechanical skill and dexterity; good physical condition; dependability; minimum age 18.

RADIUM TECHNICIAN

Definition:

Under general supervision, to care for maintenance and operation of radium apparatus; prepare radium applications under direction; assist in the radium treatment of patients.

Duties by Example:

To prepare patient for treatment, and to assist physicians in the application of radium; to assist and collaborate with physicians in the analysis of data from the technical standpoint; to supervise and teach assistant technicians and student technicians; to care for and maintain radium apparatus; to order supplies; to perform related work as required.

Qualifications:

Graduation from an accredited high school; two years of experience in the handling of radium and radium equipment and the construction of apparatus under supervision of a radium therapist who is a diplomate of the American Board of Radiology.

SOUND TECHNICIAN

Definition:

Under direction, to perform work necessary to the operation and maintenance of sound and projection equipment.

Duties by Example:

To operate public address units at private and public functions; maintain such equipment; operate both sound and silent motion picture projectors; be responsible for the upkeep of equipment; maintain and repair police radio system; repair radios, phonographs, and other sound equipment; assist with special lighting decorations; perform related duties as assigned.

Qualifications:

Grade school education; special training in electrical sound reproduction; extensive experience in maintenance and repair of electric sound systems and motion picture projection; good physical condition; tact; pleasing personality; minimum age 21.

CHIEF X-RAY TECHNICIAN

Definition:

Under general supervision, to be responsible for and perform technical laboratory work involving skill in X-ray technique; to supervise work of all other technicians in the department.

Duties by Example:

To supervise the work of other technicians in the department; interview and instruct patients; make X-ray exposures; develop films; make preparations for colon examinations; assist in fluoroscopic work; care for and maintain X-ray equipment; apply therapeutical formulae as specified by physician in charge; prepare patients for examinations; perform related technical duties as directed.

Qualifications:

High school graduation; at least two years of training under a recognized radiologist; five years of full-time experience in X-ray laboratory work; university training in science may be substituted in lieu of experience year for year up to a maximum of two years; training in physics and biology desirable; pleasing personality; accuracy; minimum age 25.

SENIOR X-RAY TECHNICIAN

Definition:

Under general supervision, to be responsible for and perform technical laboratory work involving skill in X-ray technique.

Duties by Example:

Interview and instruct patients; make X-ray exposures; develop films; make preparations for colon examinations; assist in fluoroscopic work; care for and maintain X-ray equipment; apply therapeutical formulae as specified by physician in charge; prepare patients for examinations; perform related technical duties as assigned.

Qualifications:

High school graduation; at least two years of training under a recognized radiologist; three years of full time experience in X-ray laboratory work; university training in science may be substituted in lieu of experience year for year up to a maximum of two years; training in physics and biology desirable; pleasing personality; accuracy; minimum age 23.

JUNIOR X-RAY TECHNICIAN

Definition:

Under direction, to perform laboratory work involving training and experience in X-ray technique.

Duties by Example:

To assist in making exposures and developing films; prepare enemas for colon examinations; make appointments for patients; prepare special meals; prepare patients for examination; assist with fluoroscopic work; perform related laboratory duties as assigned.

Qualifications:

High school graduation; at least two years of training under a recognized radiologist; training in physics and biology desirable; accuracy; agility; pleasing personality; minimum age 20.

SENIOR MEDICAL TECHNOLOGIST

Definition:

Under administrative supervision, to be responsible for, and perform, medical laboratory work requiring the use of proficiency and skill in all methods required or desired in his department.

Duties by Example:

To perform medical laboratory tests of all types as required by the work of the department, involving the use of both routine procedures and special skills and techniques; supervise the work of subordinates; perform laboratory work involving a high degree of skill and training; study and test new procedures and analyses; assist in instruction in laboratory technic; carry on planned laboratory research; assist instructional staff; perform related technical duties as assigned.

Qualifications:

University graduation, with special training in biologic and physical sciences; at least three years of experience in technical laboratory work; supervisory ability; thorough knowledge of technical laboratory procedures; tact; pleasing personality; minimum age 23.

JUNIOR MEDICAL TECHNOLOGIST

Definition:

Under general supervision, to perform medical laboratory work of a general and routine nature not requiring use of proficiency and skill in all methods required in his department.

Duties by Example:

To perform laboratory tests involving a thorough knowledge of routine medical laboratory technic, including such items as hematology, histology, bacteriology, parasitology, chemistry and/or serology; assist instructional staff in laboratory research; supervise work of subordinates; prepare reports; prepare media and special reagents; perform related technical duties as assigned.

Qualifications:

High school graduation; at least two years of attendance in an accredited university or college, special training in biological and physical science; at least one year of full-time experience in laboratory procedures; a high degree of technical skill; pleasing personality; minimum age 20.

ADVANCED REGISTRY TESTER

Definition:

Under departmental supervision, to visit owners of pure-bred dairy herds and make official tests of milk and butter fat from animals under Advanced Registry Testing.

Duties by Example:

To supervise milkings for test periods; weigh and record amount of milk from each cow; take sample of milk for butter fat test; conduct Babcock test on milk samples; compute milk and butter fat yields for the test period; keep records of milk and butter fat production; perform related duties as assigned.

Qualifications:

High school graduation; two years of education in an agricultural college or equivalent desirable; one year of experience in testing in dairy herd improvement associations; aptitude for figures; personality suitable to meeting and serving people; minimum age 21.

SKILLED TRADESMAN

Definition:

Under the supervision of a Foreman, to perform work requiring skill in a given trade.

Duties by Example:

To perform skilled work in the following trades:

- Brickmason and Stonemason
- Carpenter
- Cement Finisher
- Compositor
- Electrician
- Glazier
- Linotype Operator
- Locksmith
- Machinist
- Painter
- Pattern Maker
- Plasterer
- Plumber-Steamfitter
- Pressman
- Roofer
- Sheet Metal Worker
- Sound Technician
- Welder
- Window Washer (Chicago)

and others as needs may require.

Qualifications:

Grade school education; vocational training desirable; experience sufficient to qualify as a journeyman with minimum of four years of actual work at the trade; must possess license in trades where license is required; proficiency in the use of tools and equipment; good physical condition; minimum age 21.

SKILLED TRADES HELPER

Definition:

Under direction, to perform semi-skilled work in a given trade.

Duties by Example:

To assist in the performance of skilled work in the following:

Brickmason and Stonemason	Pattern Maker
Carpenter	Plasterer
Cement Finisher	Plumber - Steamfitter
Compositor	Pressman
Electrician	Roofer
Glazier	Sheet Metal Worker
Linotype Operator	Sound Technician
Locksmith	Welder
Machinist	Window Washer (Chicago)
Painter	

and others as needs may require.

Qualifications:

Grade school education; vocational training desirable; experience sufficient to qualify as an apprentice in the trade; proficiency in the use of tools and equipment; good physical condition; minimum age 18.

TREE SURGEON

Definition:

Under supervision, to be responsible for the care, preservation, and treatment of trees and shrubs.

Duties by Example:

To be responsible for tree maintenance, including the trimming, feeding, spraying, cabling, belting, and cavity treatment of trees; be responsible for tree removals; check trees for diseases and necessary treatment; prune and transplant trees and shrubs; supervise laborers; perform related duties as assigned.

Qualifications:

Grade school education; at least three years of experience in the care and treatment of trees; good physical condition; thorough knowledge of tree surgery; minimum age 21.

ASSISTANT TREE SURGEON

Definition:

Under direct supervision, to perform routine work in connection with the care, preservation, and treatment of trees and shrubs.

Duties by Example:

To assist in general tree maintenance, including trimming, feeding, spraying, cabling, and bolting; assist in tree removals; prune and transplant trees and shrubs; perform related duties as assigned.

Qualifications:

Grade school education; at least two years of training and experience in the care and treatment of trees; agility; reliability; good physical condition; minimum age 20.

TREE TRIMMER

Definition:

Under the direct supervision of Tree Surgeon, or Assistant Tree Surgeon, to perform necessary physical labor involved in the care of campus trees.

Duties by Example:

To trim, cable, brace, and perform miscellaneous work in the repair of trees as directed; perform the necessary labor involved in feeding and spraying; generally assist in tree moving and removal operations as directed; perform related grounds duties as directed.

Qualifications:

High school graduation preferred; general knowledge of the use of tree trimming tools; excellent physical condition, plus ability to climb and be at ease at high levels above the ground.

HOUSING VISITOR

Definition:

Under general supervision, to inspect student housing facilities and to prepare reports and statistics dealing with housing conditions.

Duties by Example:

Inspect student houses; prepare reports as required; compile housing statistics; interview students and house operators.

Qualifications:

College degree, with some experience in dealing with people; good judgment; pleasing personality; ability to work harmoniously with students, parents, and housing operators; minimum age 21.

WASHMAN

Definition:

Under supervision, to be responsible for washing all soiled articles that are to be laundered.

Duties by Example:

To supervise wringermen; mix soaps and alkalies; check sudsing and rinsing of linens while washing.

Qualifications:

Grade school education; good physical condition; general laundry experience; dependability; initiative; tact; minimum age 28.

WATCHMAN

Definition:

Under supervision, to guard University property and equipment.

Duties by Example:

To guard property against fire, theft, and illegal entry; make periodic inspection tours of buildings and grounds; lock doors; put out lights; keep away trespassers; report breakages and other irregularities; perform related duties necessary to the safeguarding of buildings and property as directed.

Qualifications:

Grade school graduation; good physical condition; dependability; integrity; thoroughness; good judgment; minimum age 22.

WRINGERMAN

Definition:

Under supervision, to perform all work required to load and unload washers and extractors.

Duties by Example:

To load soiled linens into washers and unload clean linens into trucks; load extractors and unload into trucks; set up for mangling and ironing; perform related duties as directed.

Qualifications:

Grade school education; good physical condition and willingness to perform duties as directed; minimum age 21.

CONTINUITY WRITER

Definition:

Under supervision, to write scripts -- news, announcements, and musical continuities -- for radio broadcasting.

Duties by Example:

To write continuity; prepare news stories for broadcasting; write introductions for radio speakers and special events programs; re-write educational materials, making them suitable for presentation by radio; perform related duties as assigned.

Qualifications:

University graduation, with a degree preferably in journalism or radio broadcasting; experience in radio and newspaper work; tact; good judgment; minimum age 21.

EDITORIAL WRITER

Definition:

Under the Director of Public Information, to procure, develop, and write up material for presentation to the public.

Duties by Example:

Gather facts concerning scientific work and achievements of the University; put these into acceptable form for press associations, newspapers, etc.; prepare a different type of story (on same subject) for trade publications, house organs, etc. which would be interested; write articles specifically requested by editors of newspapers or magazines on subject or subjects suggested by said editors; gather and send to the hometown newspapers facts concerning scholarship and other achievements of students on the campus; take pictures and assume responsibility for proper handling of photographs illustrating University work and activities; prepare material for leaflets and other small publications put out by the Department of Public Information for consumption by the general public; perform related duties as assigned.

Qualifications:

Graduation from a recognized college or university, preferably in journalism; at least two years of writing experience on a daily newspaper or magazine; demonstrated ability to interpret in written form educational and scientific material in language which would be normally acceptable to editors of the media above mentioned; general knowledge of the varied research activities in an institution such as the University of Illinois; minimum age 21.

SPECIFICATIONS WRITER

Definition:

Under the Architect, to be responsible for writing building specifications.

Duties by Example:

To write specifications for University buildings, including general and mechanical work; prepare contracts; certificates of payment and other documents; check shop details and superintend minor projects; conduct correspondence with manufacturers and interview salesmen; perform related duties as assigned.

Qualifications:

College graduation, with a degree in architecture or architectural engineering, with three years of experience in specifications writing on major buildings; or high school education and six additional years of experience in an architect's office in specification writing, building superintendence, or architectural drafting; thorough knowledge of building materials, construction, trade practices, and jurisdictions; fundamental structural and mechanical requirements including plumbing, heating, ventilating, and air conditioning; fundamental electrical requirements of buildings including wiring for light and power, telephones, and communications systems; a general knowledge of acoustical treatment, insulation, etc.; ability to check working drawings, and supervise the work specified; familiarity with the form and execution of documents, performance bonds, waivers of lien, certificates of payment and other documents related to architectural and engineering work; good judgment, thoroughness, and tact, with personality suited to work with others in allied fields; minimum age 30.

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